



MOSES & SON
A.B.N 24 000 899 847
Woolbrokers since 1920
1-3 Ironbark Street Temora
PO Box 85 Temora, NSW 2666
Phone: 02 6977 3100
Fax: 02 6978 0008
E-mail: mmoses@mosesandson.com.au
Website: www.mosesandson.com.au



POSITION TITLE: Warehouse Operator
DEPARTMENT: Condobolin
ACCOUNTABLE TO: Managing Director
LIASES WITH: All Staff
REPORTS TO: Condobolin Store Manager

Objective:

Assist with the smooth operation of the Condobolin store by providing sound administrative and warehouse support. Service our existing and potential clients with the receipt, sampling and dispatch of their wool, in coordination with the Wool Technical Officer. Adhere to all Moses & Son's policies and procedures.

Skills and Competencies:

Wool Classer, Forklift licence, NSW Light Rigid Driver's licence, AWEX Appraiser, warehouse experience, sales experience, wool and sheep industry knowledge, wool purchasing.

Microsoft Office, general office administration, attention to detail and accuracy.

Have an understanding of the use and application of animal health and rural merchandise products.

Responsibilities:

WOOL HANDLING

- Coordinate warehouse operations to ensure efficient receipts, sampling and prepare wool for shipping.
- Unload, receipt clips and enter into the system.
- Operate Wool Sampling machinery in accordance with industry and company standards.
- Coordinate samples to be dispatched to the Show floor.
- Coordinate staff to ensure sampling deadlines are met.
- Adjust non-conforming bales into saleable lots.
- Liaise with WTO and Transport contractor to coordinate efficient and timely incoming wool.
- Assist WTO where required.
- Process private sale dockets by accurately inputting new growers and re-opening existing accounts for private sales.
- Private wool purchases.

SHIPPING

- Receive wool movement orders and coordinate shipping for the Condobolin store.
- Mark bales to be shipped.
- Adhere to industry standards and load regulations.

MERCHANDISE

- Enter sales and receipts into point of sale software
- Actively promote and sell Moses & Son's merchandise range by adhering to the three key principles of our Merchandise division.
- Ensure all merchandise sales are invoiced and Merchandise procedures are adhered to.
- Maintain store merchandise levels.
- Participate in Merchandise Stocktake

WAREHOUSE

- Maintain warehouse equipment and vehicles by either in-house maintenance or coordination of contractors.
- Maintain cleanliness and security of warehouse.

ADMINISTRATION

- General office administrative duties.
- Participate in Audits.



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GENERAL

- Abide by Moses & Son's policies and practices as varied from time to time.
- Participate in Moses & Son's performance appraisal program as required.
- Undertake not to reveal to any person or entity any confidential information by adhering to the Moses & Son Code of Confidentiality.
- Responsible for building and preserving the reputation and high standards of Moses & Son by adhering to the Code of Conduct at all times.
- Contribute to the quality improvement process.

WORKPLACE HEALTH AND SAFETY

Moses & Son endeavours to provide a working environment for its employees that is safe and without risk to health. Employees are required to:

- Take reasonable care for their own safety and that of anyone else who could be affected by their actions;
- Responsible for ensuring the implementation of health and safety policies and procedures; and
- Fully co-operate with Moses & Son in any action it considers necessary to maintain a working environment which is safe and without risk to health.

Key Performance Indicators:

RECEIPT

- Reduce one bale lots
- Adhere to Lotting Policy following the lot size guidelines.

SAMPLING

- AWEX ID Audit compliance rate of 85%
- Bales handled per warehouse staff member to be a minimum of 30 bales per hour.

SHIPPING

- Maintain nil shipping claims relating to late deliveries, miss-shipped, damaged, lost.

MAINTENANCE

- Ensure servicing and maintenance of all warehouse equipment is conducted in line with time frames.
- Minimise down-time as a result of break downs.

VALUE ADD TO CLIENTS

- Overall customer satisfaction rating of good and very good of 95% for good and nil client complaints.

CONDOBOLIN STORE MERCHANDISE KPI

- Achieve zero inventory discrepancies.
- Zero written off stock

Acceptance

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position.

Employee Signature: _____

Employee Name (*please print*): _____

Date: _____