

**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: **Wool classer**
DEPARTMENT: Temora
ACCOUNTABLE TO: Operations Manager
LIASES WITH: All Staff
REPORTS TO: Managing Director

Objective: To accurately assess and value privately purchased wool at the door. Determine wool types in bulk class bales in accordance with Company and Industry standards. Adhere to all Moses and Son's policies and procedures.

Skills and Competencies: Wool Classer, Forklift licence (advantageous), basic computer skills, wool and sheep industry knowledge.

Responsibilities:**WOOL HANDLING**

- Receive wool allocated to bulk class and process in order of priority
- Receive and purchase wool delivered to store
- Document purchases and payments and deduct necessary levies and taxes;
- Keep abreast of current markets
- Adhere to price limits derived from Technical staff (i.e. Quotes ID's sheet for BC);
- Organise wool presser to pack out bins, record weights and brand bales to industry standards.
- Supply admin with data for stock control purposes;
- Complete periodical stock-take as requested by admin.;
- Comply with customer needs and document non-compliance;
- Store wool in orderly fashion complying with quality standard and industry standard.
- Exercise good housekeeping at all times.
- Provide education on bins and best private purchase practice to other staff.
- Assist the Warehouse and other Stores as required.
- Wool Press Deliveries & Wool Pick up s (relief)

GENERAL

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

WORKPLACE HEALTH AND SAFETY

Moses and 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 and Son in any action it considers necessary to maintain a working environment which is safe and without risk to health.