

Position Description



Powering a
Bright Future

Warehouse Coordinator

Supply Chain

Finance and Regulation

Objectives

- To add value to TasNetworks by supporting Field Operations with the appropriate materials:
- Providing timely and appropriate responses to requests from customers
- Issuing materials and inventory in a timely manner
- Ensure stock level and compliance obligations are met in a manner expected of a customer focussed and proactive organisation
- Manage the warehouse, facilities and persons working in the area

Role Specific Accountabilities

- Safe and efficient pick packing, storage, receipting and dispatch of materials on time and to a high standard and maintain accurate system records for all transactions.
- Safe loading and unloading of goods to/from transport to/from yard
- Safe and accurate storage of materials.
- Provide customer service to Field Operations Crews
- Understand processes, procedures and applicable regulations
- Maintain the safe and accurate storage and location of inventory
- Managing supply of long lead time items and other inventory held at site to meet customer requirements
- Safe functioning and supervision of warehouse, equipment, persons and contractors
- Any other duty or task as reasonably and lawfully directed by TasNetworks

TasNetworks and **you.**

To be
successful in
this role

- Secondary education completed with Grade 11 passes in Maths and English or equivalent
- Warehousing, procurement, transport, logistics and supply chain knowledge
- Current valid high risk forklift licence
- Manual handling awareness and successful completion of training
- Workplace Health Safety and environment experience including asbestos awareness
- Specific training in Safe Work Method Statements (SWMS) for operation in warehouse/stores environments
- Experience with computer managed inventory systems (CMMS) and the ability to adapt and learn new systems
- Ability to make sense of complex, high quantity, and sometimes contradictory information to effectively solve problems
- Safe storage and handling of materials, namely pallet racking and shelving loading standards knowledge

Compliance
Requirements

- A satisfactory National Police Record check to confirm eligibility for the role.

Reports to:

Materials Management Operations Lead

Direct reports:

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Approved:

August 2023

Our behaviours **be curious** **be brave** own it

