

Position Description

Warehouse Coordinator - Distribution

Supply Chain

Finance and Regulation

Objectives

- To add value to TasNetworks by supporting distribution teams and external contractors with the appropriate materials in a timely manner.
- Ensure inventory and compliance obligations are met in a manner expected of a safe, customer focused and proactive organization.
- Plan, prioritise and monitor work to meet safety, service and efficiency requirements.
- Identify and take appropriate action when hazards, incidents or supply issues are identified.

Role Specific Accountabilities

- Coordinate day-to-day warehouse activities to ensure safe and efficient operation of the facility with a focus on continuous improvement.
- Safe, accurate and efficient receipting, storage, pick packing and dispatch of materials on time and to a high standard.
- Safe loading and unloading of goods utilising the appropriate equipment for the task whilst adhering to Safe Work Instructions and compliance obligations at all times.
- Maintain accurate system records for all bin locations and transactions in a timely manner.
- Ensure electronic stock levels are a true representation of physical stock levels through timely and accurate completion of cyclical stocktakes.
- Understand processes, procedures and applicable regulations in relation to all materials stored at the facility and all material handling equipment used at the facility.
- Provide customer service to Distribution teams as well as external contractors.
- Safe and secure functioning and supervision of warehouse, equipment, persons and contractors.
- Any other duty or task as reasonably and lawfully directed by TasNetworks.

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To be successful in this role	• Secondary education completed with Grade 11 passes in Math and English or equivalent. • Warehousing, procurement, transport, logistics and supply chain knowledge. • Manual handling awareness and successful completion of training. • Workplace Health Safety and Environment experience. • Specific training in Safe Work Instructions (SWI) 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. • Effective communication skills to build and maintain strong working relationships with internal and external customers. • Provide a high level of customer service with a solutions focused attitude.	
Compliance Requirements	• A satisfactory National Police Record check to confirm eligibility for the role • Current valid high risk work licence (forklift). • Licence to perform dogging. • Medium Rigid Licence is advantageous.	
Reports to: Materials Management Operations Leads (North or South)	Direct reports: 0	Approved: May 2026

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