



“STORE PERSON” Position Description

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| Position Title: Store Person | Reports to: Warehouse Manager |
| Department: Seaview Warehouse | Location: Wellington |
| Date: 1 July 2024 | |

Company Profile

Our way is to Find a Way

Booth's is a nationwide logistics company differentiated by our innate way of identifying people's needs and delivering on them.

Maybe it's our experience, maybe it's our upbringing. We like to think that finding a way is just a natural part of who we are. If customers have challenging requests, we'll throw everything at it. When we just think that the team might need it, we'll throw on the barbie.

It's this sixth sense that's our not-so-secret secret to how we roll.

Our 'can do will do' attitude is as much for our people as it is for our customers. This natural way of being that's in our DNA feeds a culture of thinking outside the box, empowering each other to make decisions and following through on what we say we're going to do.

This ability to see a need and deliver on it offers growth and opportunity for our people. If we can help every person feel valued by listening to their needs and finding a way, then we can help everyone reach them somewhere by being there somehow.

Purpose

To ensure the accurate and efficient handling of all stock within the warehouse by correctly loading/unloading, picking/packing, and adhering to Booth's procedures. This role is essential in maintaining inventory accuracy and supporting smooth warehouse operations.

Key Responsibilities and Duties

Inspection and Documentation

- Check all consignments for damage and verify the correct quantity as per paperwork or orders placed
- Endorse Paperwork if products are damaged prior to unloading
- Ensure accuracy in received goods and proper documentation of any discrepancies
- Prioritization of Loading and Unloading
- Prioritise the loading and unloading of all vehicles
- Load and unload Booth's vehicles with assistance from drivers if they have a current OSH Certificate
- Efficient and timely handling of goods, ensuring minimal delays in operations.
- Staging and Document Verification
- Stage load for inbound vehicles and ensure all corresponding documents are correct and endorsed if necessary
- Accurate and organised staging of goods, facilitating smooth inbound processes

Handling and Storage

- Put away or stage loads for delivery in a manner that avoids damages

- Minimise risk of damages to goods, maintaining inventory quality

Collaboration and Communication

- Work with Warehouse Supervisor/Manager, Fleet planners and administration to ensure all freight has the correct paperwork before loading and unloading.
- Ensure paperwork is kept secure, clean and tidy
- Effective communication and collaboration, ensuring smooth workflow and accurate records.

Vehicle Handling

- Move and possibly drive the trucks for deliveries when required
- Flexible support for delivery operations, ensuring timely and accurate delivery of goods

General Responsibilities

All Booth's Transport employees are expected to take responsibility for:

Health and Safety

- Comply with and promote the Company's Health, Safety and compliance requirements
- Ensure that no action or inaction on our part while at work harms any other employee, customer, or member of the public.
- To follow the safe working practices set out in the Booth's Health and Safety Manual (or its revised equivalent) and relevant policies.

Compliance

- Comply with all relevant legislation by utilising tools and equipment in place appropriately to support compliant behaviours
- Understand the chain of responsibility and your role within that chain, ensuring that your behaviours are of a standard that does not influence or breach the rules or laws

Teamwork

- Be a constructive team member by promoting and actively participating in meetings and providing effective advice, support and encouragement to staff.
- Share information, ideas and resources with others
- Behave in a way that supports Booth's Transport brand and values.

Leadership

- Training and helping team members develop their skills
- Positively influence others to perform their jobs to the best of their ability

Customer Service

- Help promote and maintain a positive company image
- Consistently providing high quality service to customers and suppliers
- Deal efficiently and effectively with queries and correspondence from both internal and external customers/suppliers
- Manage customer complaints in a professional manner and escalate when deemed necessary to the General Manager

Key Relationships

Internal

- CEO, CFO, People and Capability Manager, Branch Manager, Safety and Wellbeing Manager, Transport Manager
- All internal Senior Leadership Team (SLT), Managers, Supervisors, Team Leaders

External



CAN DO. WILL DO.

- Customers

Qualifications/Experience

Qualifications

- Previous experience working within a warehouse environment.
- Knowledge of the Transport / Logistics industry.
- Class 2, 4 or 5 licence.

Experience

- A minimum of 1 and a 1/2 years-experience as a Store Person.
- Knowledge of computer programs like Outlook and Excel.
- Must have OSH and F licence.