

THE CONSTABLE CARE CHILD SAFETY FOUNDATION (INC.)



POSITION DESCRIPTION

Position Title:	Stores and Logistics Officer
Position Reports To:	Sponsorship and Marketing Manager
Reporting To This Position:	None
Effective Date:	25 January 2011
Primary Function	Coordinates the CCCSF merchandise stores area, organising effective storage, packing, pickup & delivery, replenishment and record-keeping for all incoming and outgoing merchandise and resources.

Key Responsibilities

1. Under the supervision of the Manager Sponsorship and Marketing, coordinate the CCCSF stores environment to ensure that resources, including merchandise, equipment and other goods, are stored efficiently, accessibly and safely.
2. Pack and label resources for shipment to ensure their safe, reliable and efficient transport.
3. Receive, check for completeness/damage, unpack and efficiently store received resources.
4. Liaise with customers, suppliers and transport logistics providers to ensure that resources are delivered or received on time and in good condition.
5. Create consignment notes and ensure outgoing goods are labeled accurately and as required by the transport logistics provider.
6. Accurately record and track all resource transactions into/out of the stores area in the organisation's database.

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7. Continually monitor merchandise stock levels and advise the Sponsorship and Marketing Manager in a timely manner when approaching set minimums.
8. Produce reports on stock levels using the organisation's database as required.
9. Take responsibility for the tidiness of all stores areas, ensuring that resources are not stored, placed or left in a manner that may be hazardous to staff.
10. Use an organisation vehicle to undertake delivery or pickup of resources to / from metropolitan locations as required.

Selection Criteria

1. Experience in the coordination and operations of a stores or dispatch environment.
2. An understanding of stock control procedures and systems.
3. Good communication and customer / supplier liaison skills.
4. Ability to manage time effectively and prioritise tasks appropriately.
5. Ability to work well as part of a team and effectively support other team members.
6. Possession of a valid WA Driver's license.
7. A good standard of physical fitness and health.
8. Willingness to sign a photographic/video media release.
9. Demonstrated empathy for the values of the organisation.

