

## POSITION DESCRIPTION





### SECTION A

Port Nelson Limited is owned by the Nelson City Council and Tasman District Council. Our purpose is to facilitate regional prosperity.


<b>POSITION:</b>	Manual Handler
<b>REPORTS TO:</b>	QuayPack Supervisor
<b>LOCATION:</b>	Nelson



### SECTION B

<b>POSITION OBJECTIVE:</b> 	<ul style="list-style-type: none"><li>• To actively assist in the manual handling operations across QuayPack warehouses</li><li>• Manual handling bulkheads, flexi tanks, break bulk cargo and other products.</li><li>• Other duties include vanning and devanning containers, managing documentation, co-ordination, and administration of cargo.</li><li>• Ensure all reported data is accurately recorded</li></ul>	
<b>RELATIONSHIPS:</b> 	Internal	QuayPack Operations Manager QuayPack Supervisors QuayPack Team H&S Advisors Terminal Team Workshop Team
	External	Truck drivers
<b>DELEGATED AUTHORITY:</b>	As per delegated authority guidelines.	
<b>DIRECT REPORTS:</b>	None	

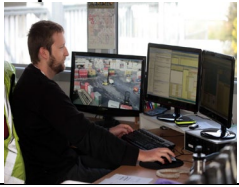
### SECTION C

#### KEY TASKS AND ACCOUNTABILITIES

Key Accountabilities	Task
<b>Operations</b> 	<ul style="list-style-type: none"> <li>Efficiently assist in the day to day operations as directed by the Shift Supervisor</li> <li>Van/devan of containers using agreed load configurations</li> <li>Conduct Container compatibility checks</li> <li>Fit Container with flexi tank</li> <li>Effectively sort layer boards in line with acceptance and reject standards</li> <li>Conduct layer board repairs where required</li> <li>Ensure customer standards are adhered to</li> <li>Preparation of bottle pallets including wrapping and taping</li> <li>Container opening, sweeping and closing</li> <li>Carry out receipt of inwards goods</li> </ul>

	<ul style="list-style-type: none"> <li>• Preparation of goods for loading, hand stacking and de-vanning of containers to load configurations</li> <li>• Undertake stocktaking responsibilities</li> <li>• Ensure cleaning regimes are carried out</li> <li>• Assist other team members with their duties when required</li> <li>• Any other duties as assigned by the QuayPack supervisor</li> </ul>
<b>Data recording</b> 	<ul style="list-style-type: none"> <li>• Accurately record/scan all cargo movements within appropriate electronic or manual systems where required.</li> <li>• Ensure cargo being received or delivered matches the customer's requirements including any documentation</li> <li>• Quality control of product devans</li> <li>• Maintain accurate recording of layerboard reject information based on OI rejection criteria</li> <li>• Warehouse Management System – receiving, picking and load to container/truck via scanner</li> </ul>
<b>Safety</b> 	<p><b>Operations:</b></p> <ul style="list-style-type: none"> <li>• Take an active role in ensuring safety of yourself and other members of the PNL team.</li> <li>• Encourage a safety minded focus within your team and participate in the resolution of safety concerns</li> <li>• Adopt safe work practices, know the safety rules for your area, and comply with all standard operation procedures</li> <li>• Support the Company's Drug and Alcohol Programme</li> <li>• Actively participate in any rehabilitation programme</li> <li>• Use all appropriate safeguards, safety devices, safety equipment and personal protective equipment (PPE) provided.</li> </ul> <p><b>Reporting:</b></p> <ul style="list-style-type: none"> <li>• Take action where you observe unsafe behaviours and report all accident/incidents/near misses</li> <li>• Participate in incident investigations or H&amp;S Audits within your area as required</li> <li>• Promptly report all hazards/maintenance relevant to plant and equipment</li> </ul> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• Participate in H&amp;S training and keep up to date with H&amp;S best practice</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Actively identify ways to effectively and efficiently improve how we operate at PNL and contribute proactively to continuous improvement initiatives</li> </ul>

## PERSON SPECIFICATION

<b>Qualifications:</b> <b>Experience:</b> 	<ul style="list-style-type: none"> <li>• Previous experience in related role eg Storeperson/Dispatcher/Warehouse environment (desirable)</li> <li>• Planning and organising skills</li> <li>• Forklift operator – OSH certificate (desirable)</li> <li>• MPI accredited person (training provided)</li> </ul>
<b>Skills and Knowledge:</b>	<ul style="list-style-type: none"> <li>• Computer skills – with inventory and/or warehouse systems experience (desirable)</li> <li>• Attention to detail</li> </ul>

<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• Commitment and focus on customer service</li> <li>• High degree of physical fitness</li> <li>• Excellent communication skills - by radio and personal contact with other staff, truck drivers and customers.</li> <li>• Ability to work in a team</li> <li>• Ability to work alone including nights and problem solve issues as they arise.</li> <li>• Willing to work in any areas of PNL operations for which you have the skills and experience.</li> </ul>
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## BEHAVIOURS – ASPIRE

Demonstrate the behaviours expected of a member of the PNL Team.

<b>Accountability</b>	To be accountable for our actions, our performance and the outcomes of these.
<b>Safety</b>	To act in a manner that prevents the risk of injury or danger.
<b>Passion</b>	To maintain a powerful and compelling enthusiasm about what we do at Port Nelson.
<b>Integrity/Honesty</b>	To be truthful, upright and act according to what is right.
<b>Respect</b>	To hold people around us in high esteem and show consideration.
<b>Excellence</b>	To continually strive to be the best at what we do.