

PORT NELSON

POSITION DESCRIPTION




SECTION A

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

POSITION:	Forklift and Manual Operator
REPORTS TO:	Warehouse Supervisor
LOCATION:	Nelson

SECTION B


POSITION OBJECTIVE: 	<ul style="list-style-type: none">• Operate forklifts and perform all tasks associated with multi cargo across all QuayPack warehousing operations.• Inbound/outbound warehouse and container packing facility.• Liaise with internal and external customers in a professional and appropriate manner• Maintain inventory accuracy• Carry out manual handling efficiently• Assist and review in any areas of Port Nelson’s operations that you have been trained in	
RELATIONSHIPS:	Internal	QuayPack Operations Manager QuayPack Supervisors QuayConnect Team QuayPack Team H&S Advisors Terminal Team Workshop Team
	External	Trucking Contractors, Cargo and Shipping customers
DELEGATED AUTHORITY:	As per delegated authority guidelines.	
DIRECT REPORTS:	None	

SECTION C

KEY TASKS AND ACCOUNTABILITIES

Key Accountabilities	Task
Systems & Recording	<ul style="list-style-type: none"> Maintain inventory accuracy – fully competent in all day to day aspects of inventory scanning system

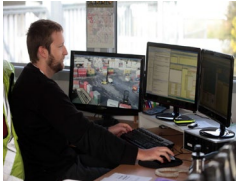
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	<ul style="list-style-type: none"> • Checking that the cargo being received or delivered matches the customer's requirements including any documentation supplied by truck drivers. • To report immediately any damage to cargo, equipment, & facilities in accordance with correct procedures • Follow Customs and MPI procedures in relation to Border Control and Biosecurity requirements and report concerns immediately • Assist in maintenance of all systems and records pertaining to certifications for British Retail Consortium (BRC), Global Standard Storage and Distribution, version 3, and ISO14001, MPI Approved Transitional Facility (ATF), Customs Controlled Area Licence (CCA) certifications and proactively work to minimize our impact on the environment.
Operations	<ul style="list-style-type: none"> • Receive, unload (trucks, shipping containers) check documentation and locate inbound inventory items appropriately. • Record and track all cargo movements within the warehouse. • Accurately pick and prepare outbound orders for loadout via truck and shipping containers. • Follow container load plans to ensure correct cargo stow, task involves manual handling. • Minimise damage throughout all aspects of the warehousing process, (inbound, storage, outbound). • Ensure warehouse is kept clean and tidy, optimise space utilisation. • Maintain professional communications with all internal and external customers.
Continuous Improvement	<ul style="list-style-type: none"> • Support the culture of continuous improvement initiatives and continually seek ideas that improve the way we operate.
Safety	Operations: <ul style="list-style-type: none"> • Take an active role in ensuring safety of yourself and other members of the PNL team. • Encourage a safety minded focus within your team and participate in the resolution of safety concerns • Adopt safe work practices, know the safety rules for your area, and comply with all standard operation procedures • Support and comply with the Company's Drug and Alcohol Programme • Actively participate in any rehabilitation programme

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	<ul style="list-style-type: none"> • Use all appropriate safeguards, safety devices, safety equipment and personal protective equipment (PPE) provided. <p>Reporting:</p> <ul style="list-style-type: none"> • Take action where you observe unsafe behaviours and report all accident/incidents/near misses • Participate in incident investigations or H&S Audits within your area as required • Promptly report all hazards/risks/maintenance relevant to plant and equipment <p>Training:</p> <ul style="list-style-type: none"> • Participate in H&S training and keep up to date with H&S best practice
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PERSON SPECIFICATION

Qualifications Experience	<ul style="list-style-type: none"> • Previous experience in related role eg Storeperson/Dispatcher/ Warehouse environments • Excellent planning and organising skills • Experienced forklift operator – OSH certificate
Skills and Knowledge 	<ul style="list-style-type: none"> • Intermediate computer skills – inventory and/or warehouse systems desirable • Knowledge of container types and moment of cargo • MPI Biosecurity Accredited Operator certificate - on site training will be provided.
Personal Attributes	<ul style="list-style-type: none"> • Commitment and focus on customer service • High degree of physical fitness (lifting, unpacking cargo, fitting flexis and washing containers) • Communication skills - by radio and personal contact with other staff, truck drivers and customers. • Ability to work in a team • Ability to work alone including nights and problem solve issues as they arise.

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	<ul style="list-style-type: none">• To be versatile and multiskilled and willing to work in any areas of PNL operations for which you have the skills and experience.
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BEHAVIOURS – ASPIRE

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

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