



JOB DESCRIPTION

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Date: 1 November, 2016 Revision: A
Position Title: Warehouse / Storeman - Australia
Department:
Reports to: Plant & Logistics Manager

Location(s) Applicable to: QLD VIC NSW SA WA

Classification: Salaried (Exempt) Weekly (Non-exempt) Hourly (Non-exempt)
Category: Full Time Part Time Temporary

Overview:

Perform all shipping & receiving functions to insure a smooth flow in the process of receiving inbound materials and processing of orders that are being shipped out.

The employee in this position receives general supervision from the Plant & Logistics Manager.

Essential Job Functions & Responsibilities:

Responsible for receiving stock transfers, containers, supplies and returned goods in accordance with instructions including, but not limited to:

1. General warehouse duties.
2. Receiving and/or dispatch.
3. Picking and packing of goods.
4. Inventory control.
5. Liaising with local suppliers and transport companies.
6. Completing paperwork and documentation.
7. General housekeeping.
8. Comply with all OSHA regulations, hazardous material regulations, company safety policies & procedures.
9. Physical ability to lift and carry a minimum of 20kgs, frequently.

Nonessential Job Functions:

1. Performs other directly related appropriate duties and assumes accountabilities as apparent or as delegated, including mutually agreed upon objectives.

Job Specifications/Skills:

1. Minimum of two years warehouse experience.
2. Have a forklift license.
3. Good interpersonal skills.
4. Self starter.
5. Basic computer and software knowledge.
6. Team cooperation - maintain positive, cooperative attitude with all employees of LATICRETE and all customers.



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Minimum Educational Requirements:

1. High School diploma or equivalency certificate.

Authored By:	Jamie Young	Date:	1 November 2016
Title:	Plant & Logistics Manager - Australia		

Reason for New Revision:	correct title/department
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Document Name: HR Warehouse Storeman Australia.