

Position Description

Position Title: Warehouse Operations Leader

Position Title of Supervisor: Operations Manager

Position Summary:

The Operations Leader will be responsible for the overall functioning and smooth running of the warehouse. The primary function of this role is to work alongside the Operations Manager to ensure the safe and efficient operations of the warehouse, maintenance of inventory accuracy and actively motivating and leading the warehouse team to deliver projects within tight and changing deadlines whilst delivering market leading service.

Responsibilities and Functions may include:

Warehouse

- Assist in managing inventory levels by conducting regular counts, reconciling short returns and implementing strategies to optimise the overall process.
- Provide supervision and guidance to warehouse staff, including training and performance management.
- Collaborate with the service department to execute on maintenance and servicing schedules to ensure correct and consistent operations of all hire stock.
- Develop and implement strategies to optimise prepping and returning to meet stakeholder expectations for accuracy and timeliness.
- Ensure warehouse staff adhere to company policies and procedures.
- Assist in the management of multiple teams to ensure the on-time and high-quality delivery of all Prep>Returns.
- Prep and return equipment as required and manage the prep and return process or leading teams as needed.
- Assist with resolving short returns when required.
- Supervise new stock arrivals and ensure stock is added to inventory as required.
- Manage the team to ensure the warehouse is safe and tidy.
- Manage adherence to OH&S practices within the warehouse.
- First point of contact with client dry hire pick up and return.
- Supervision of junior, full time and casual warehouse staff.
- Co-ordinate booking of casual factory staff in liaison with crewing coordinator.

Transport

- Ensure that the vehicle logs of all company vehicles are accurate, and that scheduled servicing and maintenance of all vehicles is up to date
- Coordinate loading and unloading of vehicles and ensure on-time and high-quality deliveries of all hires.
- Assist with punctual departure of all vehicle movements.
- Ensure vehicles are loaded safely and within load limits.
- Coordinate local Driver Run Sheets as required.



- Communicate with drivers, account managers and external suppliers to ensure timely pickup and delivery of equipment.
- Resolve any transportation-related issues or delays in a timely manner to minimize disruptions.
- Coordinate booking of any required repairs to company vehicles as required.

Stock Control:

- Operation of stock control software.
- Manage stock audits and take responsibility for accurate stock levels on hire system.
- Manage physical stock transfer between offices in partnership with the hire and production team.
- Ensure all staff follow stock control measures.

Other Duties as Required:

- General duties as directed.
- Communicate and assist with associated companies.
- Coordinate inter-warehouse equipment logistics in conjunction with ResX Melbourne
- Manage adherence to OH&S practices within the warehouse.
- Ensure warehouse staff adhere to company policies and procedures

Skills and Experience:

Essential Criteria:

- 5+ years' experience within the entertainment technical industry or warehousing role.
- Understanding of and passion for the entertainment industry
- Demonstrated experience of leading and motivating high functioning teams
- Demonstrated understanding of OH&S requirements and maintaining compliance
- Excellent attention to detail
- Experience with Microsoft Windows & Office applications.
- Current drivers licence (HR & Forklift Licence Preferred)

Personal Characteristics:

- Good communication.
- Logistics experience
- Ability to create and maintain strong working relationships
- Display initiative and drive to self-motivate and motivate others
- Natural leadership ability
- Ability to work autonomously and within a team as required.
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- Positive outlook, strong enthusiasm and keeps calm under pressure

Core competencies:

Policy and Planning	<ul style="list-style-type: none">- Assist and contribute with policy development and procedures, including continuous improvement.
Collaboration	<ul style="list-style-type: none">- Work productively with diverse individuals in a variety of circumstances, both internally and externally
Resourcefulness	<ul style="list-style-type: none">- Ability to tackle unforeseen challenges using existing resources.
Leadership	<ul style="list-style-type: none">- Drive and manage change- Solving problems- Display drive and purpose- Act in accordance with the Code of Conduct and Behavioural Guidelines of the business

Hours of Work:

Full Time Role – 37.5 hr p/w

Expected working hours are 7.5 hours between 07.00-17.00 Monday to Friday with a 30 minute lunch break