

## Position Description

**Position:** Warehouse and Distribution Operator  
**Department:** Warehouse  
**Reports to:** Warehouse and Distribution Team Leader  
**Direct Reports:** None

### Position purpose:

The primary focus of the Warehouse & Distribution Operator is to perform Warehouse & Distribution functions.

### Key responsibilities:

- Performing all receiving functions including import and export loading and unloading, de-vanning.
- Production supply via Kanban & kitting, putting away (in line with FIFO), loading & unloading of trucks and couriers, inventory movements via CSI, administration, accurate and timely communication and/or reporting of non-compliance, safety concerns, quality concerns or general communications across all aspects of warehouse functions, this includes offsite storage or temporary facilities.
- Picking, packing and dispatch of internal and external customer orders.
- Conduct physical cycle counts and inventory audits, investigate, report, and reconcile discrepancies.
- Completing Safety & Quality Assurance checks as required & in line with business expectations.
- Utilizing Enatel's ERP system (CSI) & paperwork available, you must ensure compliance for receiving inwards deliveries, put away stock, maintain transfers and inventory movements, pick & dispatch to internal or external customer orders.
- Maintaining accurate records/ paperwork correctly to ensure controls and checks have been completed and are traceable and stored correctly.
- Maintain internal inventory or external customer labelling in line with business requirements.
- Physical stock movements to ensure warehouse optimization is maintained and FIFO is achieved.
- Forklift & Wave Picker Operations daily to move stock, load & unload
- Maintaining a clean and tidy work area.
- Meeting and exceeding daily operational targets, ensuring effective time management is achieved, whilst ensuring the security of the inventory is maintained.

### Other duties:

- Upholds the company values.
- Perform any other tasks as required by your Team Leader and/or the business.
- Contributes to the achievements of department goals and objectives.
- The nature of Enatel's business is such that there can be peaks and troughs of workload in the Warehouse. Therefore, from time-to-time warehouse staff may be requested to assist with factory activities such as assembly work, packing, and other production duties.

### Health & Safety:

- Ensuring all Health & Safety policies and rules are followed, with all tasks completed in a safety conscious manner.
- Maintaining a safe and clean working environment by complying with Enatel Policy and Procedures.
- Leads by example in all matters relating to Health & Safety.

### Environmental:

Enatel is committed to minimising the environmental impact of our operations and products.

- Ensuring Environmental policies and processes are followed.

## Key Relationships:

Internal	External
• Stores Group Leader	• Couriers
• Production Managers	• Freight Companies
• Procurement	• MPI
• Logistics Team	• Container Companies

## Person Specification:

	Essential	Desirable
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• <b>Functional/Technical Skills</b> - has the functional and technical knowledge and skills to do the job at a high level of accomplishment.</li> <li>• <b>Action orientated</b> - enjoys working hard and is full of energy for the things he/she sees as challenging.</li> <li>• <b>Process Management</b> – good at figuring out the processes necessary to get things done. Can simplify complex processes.</li> <li>• <b>Learning Agility</b> - the ability to learn quickly in a new environment.</li> <li>• <b>Problem Solving</b> – looks for opportunities to resolve issues and solve problems. Learns quickly when facing new problems.</li> <li>• <b>Integrity and Trust</b> – is seen as a direct, truthful individual; is widely trusted.</li> <li>• <b>Ethics &amp; Values</b> - Has an appropriate and effective set of core values and beliefs, and acts in line with those values at all times.</li> </ul>	
<b>Skills, Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Safety-First approach.</li> <li>• Previous store experience.</li> <li>• Excellent communications skills – written, verbal and listening.</li> <li>• Intermediate computer skills including MS Excel.</li> <li>• Excellent numeracy skills.</li> <li>• Physical strength for lifting and manual work.</li> </ul>	<ul style="list-style-type: none"> <li>• Preferably experience within an electronics Manufacturing, Warehouse &amp; Distribution environment.</li> <li>• Experience with an ERP system.</li> </ul> <p><b>Necessary training in the above will be provided if needed.</b></p>
<b>Qualification / Licenses</b>	<ul style="list-style-type: none"> <li>• Full, clean vehicle licence.</li> <li>• OSH and F endorsed forklift licence.</li> </ul>	<ul style="list-style-type: none"> <li>• MPI – Approved Person Certified.</li> <li>• Forklift licence and ≥ 2-year operational experience including on Reach/Counterbalance.</li> <li>• 1st Aid / Fire Warden.</li> </ul>