



*Delivering your Project with Care...*

## Logistics Warehouse Manager

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Advance Metal Industries Australia - Coffs Harbour NSW

### Job Summary

Lead and inspire our Warehouse Logistics Department, set goals and achieve results through excellent quality and service delivery to our national clients

### Overview

Advance Metal Industries Australia is a family owned Coffs Harbour company established 1984 and currently we employ 60 on our Team.

We are seeking a motivated person, with the ability to lead and inspire our Warehouse and Logistics Department, set goals and achieve results. A high level of quality and service to our national clients is paramount.

AMIA is changing ... culture, people and nutritious attitudes lead the way in our growth. Skills can be taught, though attitude is a choice. Attitudes reflect in the quality of the work we deliver and determines the experience our Team and Clients enjoy.

We care about our Team and encourage you to apply if you are a like minded person.

Do you have the basic Leadership, Managerial, technical skills and most importantly, the right "attitude and care factor" to be part of a thriving Team?

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### Applicant must demonstrate the following responsibilities:

- Positive energy with a professional and motivated work ethic
- Minimum 3 years proven managerial experience in this role
- High attention to detail, keen eye for error, and problem solving
- Ability to identify opportunities, articulate changes and follow through with actions required to realise improvements
- Strategically plan and manage department operations, leading with a big picture mindset
- Work effectively with senior staff to deliver promises, create change and drive improvement
- Adaptable and flexible approach to work
- Capacity to meet strict time frames in a dynamic fast paced environment
- Deliveries are met, orders dispatched, on time, every time.
- Excellent time management skills and the ability to prioritise tasks
- Coordinating all inbound / outbound freight movements and ensuring deliveries meet company standards
- Liaising with freight agents, warehouses and logistics suppliers to ensure a smooth logistics flow
- Supporting and consulting Purchasing on correct shipping documentation and freight costs
- Logistics and inventory control reporting and management



- Investigating issues related to parcels and freights
- Ensuring freight related invoices are promptly verified and submitted for approval
- Assist monitor, review, negotiate and manage costs of services, consumables, freight providers
- Ensuring clear concise information flow both upwards and downwards
- Lead, inspire and manage staff
- Liaise with clients and drivers on their orders and any transport issues that may arise
- Liaise daily with the transport section for the trucks, ensuring they are booked well in advance
- Hands on with fork lift driving, loading and unloading
- Knowledge of transport management
- Planning/dispatching trucks in accordance with customer timeframes and workloads
- Providing the highest level of customer service
- Communicating effectively with drivers to resolve transport issues as they arise
- Coordinating the flow of timely information to and from our customers
- Using initiative to find customer focused solutions
- Developing relationships with our drivers and key customers
- Actively engaging in a culture of business improvement
- Company policy, procedures and standards are followed by the department
- Embrace continuous professional development opportunities

## The Candidate

Successful applicant checklist:

- Is an Australian permanent resident/citizen
- Relevant tertiary, secondary or trade qualifications and understanding
- National White Card and any other WHS certificates
- Fork Lift License
- Heavy Rigid License is an advantage
- Understanding of the windows, doors, balustrading industry is an advantage
- Excellent communication, people, negotiation and presentation skills, highly service orientated
- Ensure the company compliance of its WHS, QA and Regulatory requirements are maintained
- Strong Microsoft skills, including intermediate level Excel skills
- Must be reliable and punctual
- Demonstrate a "we care attitude" to our customers, ensuring they enjoy their experience with AMIA

Wages are negotiable based on the applicant's level of ability.

AMIA is an Equal opportunity employer.

Applications close Friday 2 June 2017

To apply for this position, please email [business@amia.com.au](mailto:business@amia.com.au)

For a confidential discussion, please contact Wendy Woods P: 02 6652 6955

