



Position Description

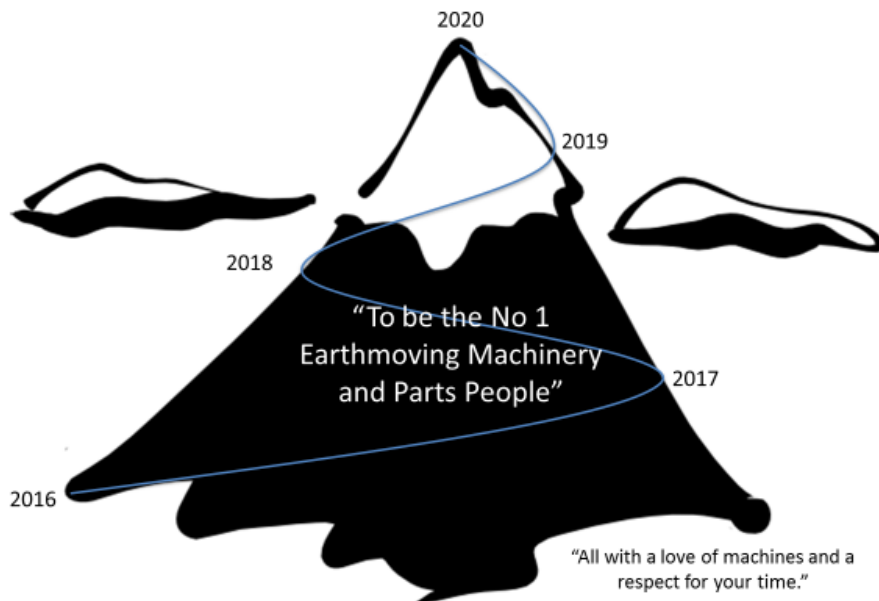
Stores and Despatch Person

About Us

Tilly's Crawler Parts Pty Ltd was established in 1984 by Andrew Tilly and is now one of Australia's most successful suppliers of quality alternative parts to the earthmoving and excavation industry.

The business has developed since its establishment and we are still passionate about sourcing the best quality new and second-hand parts from within Australia and around the world.

Our Vision



Core Values of Tilly's Crawler Parts Pty Ltd

Pride
Passion
Fairness

Ethics
Commitments
Community Effect
Solution Focused

Well Being
Loyalty
Value Based



Your Position:

Listed below are the key responsibilities for your position. These are broken down into tasks and as part of your induction and ongoing feedback with us; we will set the expectations around your performance of each of these.

Reports To:	Warehouse Supervisor or Despatch Supervisor
Direct Reports:	None
Purpose of the position:	<p>To make a positive contribution to the success of Tilly's through receiving stores and distributing materials and products within the warehouse or yard to ensure that Tilly's client guarantee can be met.</p> <p>To maintain the philosophies embodied in the Corporate Vision Statement.</p>
Responsibility	Task
Dispatch Duties	<ul style="list-style-type: none"> ➤ Forklift and Picking Assist Vehicle Operation ➤ Manual lifting and carrying, bending tasks ➤ Read and translate customer orders, work orders, shipping orders, or requisitions to determine items to be moved, gathered, or distributed through customer or internal supply and service lines ➤ Pick and assemble customers and internal orders from stock and then distribute these to despatch or to the internal area ➤ Despatch goods to freight companies and customers ➤ Pickup and deliver customer and warehouse orders ➤ Process credits and returns as required ➤ Compile worksheets or tickets from customer specifications
Warehouse Duties	<ul style="list-style-type: none"> ➤ Forklift and Picking Assist Vehicle Operation ➤ Manual lifting and carrying, bending tasks ➤ Convey materials and parts from receiving or production areas to storage or to other designated areas ➤ Identify and label new and second hand parts ➤ Sort and place materials or items on racks, shelves, or in bins according to predetermined sequence such as size, type, and style or product code ➤ Mark materials and parts with appropriate identifying information ➤ Open and unpack bales, crates, shipping and normal containers ➤ Arrange and build new parts shelving and allocated areas for inventory storage ➤ Arrange stock parts in specified sequence

Stock Related Documentation & Data Entry	<ul style="list-style-type: none"> ➤ Record amounts of materials or items received or distributed ➤ Use the computer to enter and maintain stock records and movements ➤ Carry out stock control and stock take procedures ➤ Complete and mark off freight consignment dockets and note shortages
Quality Control	<ul style="list-style-type: none"> ➤ In cooperation with your Manager, proactively identify and implement best practice and high-quality processes and systems ➤ Continually monitor quality in relation to second hand parts (both parts and processes) ➤ Adhere to all company policies in relation to quality control and follow established systems and procedures ➤ Complete all relevant documentation and reporting relating to quality control as required
Health Safety & the Environment (HSE)	<ul style="list-style-type: none"> ➤ Comply with any relevant legislation, standards, and codes of practice applicable to your work ➤ Comply with reasonable company policies, procedures, instructions or directions of your Supervisor or management ➤ Inform your Manager and the SHE Manager of any information or changes to your personal circumstances that may affect your safety or the safety of others in the workplace ➤ Participate in any workplace investigation, rehabilitation and return to work plan, or any other relevant consultation, training, tool box talks etc where required
Any other duties as directed by management from time to time	

Your Skills, Experience and Behaviours:

When we look at our team, we look for two key things – 1) their **ability** to do the role (technical skills and experience); and 2) **how** they do the role (their behaviours). These are equally important to us.

Skills	<ul style="list-style-type: none"> ➤ Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals ➤ Ability to write routine reports and correspondence ➤ Ability to speak effectively before groups of managers or employees of the company ➤ Intermediate computer skills including Word, Excel and Outlook and the ability to enter data and produce reports from a database
Experience & Qualifications	<ul style="list-style-type: none"> ➤ Current, Valid Drivers' License (desirable) ➤ Current Forklift License (desirable) ➤ Knowledge of parts identification ➤ Qualifications in warehousing, logistics, distribution and/or other relevant fields is desirable, but not essential
Behaviour	<ul style="list-style-type: none"> ➤ Self-disciplined ➤ Able to work with minimal supervision ➤ Strong team player ➤ Must be honest and ethical and demonstrate respect for our people, our property and our customers ➤ Committed to maintaining a safe work environment and minimising our impact on the environment ➤ Dedication to quality and exceptional service ethos (internal and external 'customers') ➤ Willingness to learn ➤ An understanding of how you and your role impacts on the success of Tilly's and others within the organisation, including a supportive attitude towards all work colleagues ➤ Willingness to help in other areas and multi-skill to meet operational needs

Employee Acknowledgement

I have read, understood and agree with the expectations of this position description. I acknowledge and agree that my duties may be changed from time to time to meet the operational needs of the company.
Employee

PRINT NAME

SIGNATURE

____/____/____
DATE

PRINT NAME

SIGNATURE

____/____/____
DATE

Parent/Guardian (if employee under 18) (this section can only be completed by the parent or legal guardian of the employee)