



Team Leader - Receiving & Dispatch

The Opportunity

Reporting to the Warehouse Manager, this role is primarily responsible for stock replenishment as well as overseeing warehouse receiving and dispatch whilst ensuring warehouse productivity. This is a hands-on team leader role contributing to the overall success of the warehouse.

This role will be involved in managing store employee performance, training new store employees as well as responding to day to day employee requests with the support of the Warehouse Manager.

Key Responsibilities

- Ensure warehouse item locations are efficiently replenished;
- Responsible for receiving stock into Melbourne Warehouse and putting away in a timely manner;
- Managing of goods inwards and scheduling of goods receiving;
- Unloading containers;
- Supervise store employees and respond to employee questions and queries regarding the store/warehouse;
- Answer employee questions and train new employees in the store;
- Manage store employee performance in conjunction with the Warehouse Manager;
- Ensure safety and compliance is always maintained, recording and reporting all incidents to the Warehouse Manager;
- Answer questions about availability of stock, particularly in the bulk warehouse;
- Load and unload transportation vehicles in a safe and efficient manner;
- Ensuring all dispatch operations including customer orders and branch transfers meet business requirements;
- Pick and pack orders if required in an efficient manner;

Requirements

Personal Attributes

- Strong and clear communication skills
- Able to work and collaborate with other departments, managers, and stakeholders
- Attention to detail
- Approachable and friendly
- Organised and proactive

Work Experience

- Experience leading a small team
- Container control – unloading & loading
- Forklift licence
- RF Scanning implementation & usage
- Experience using SAP

What we offer

- A fantastic working environment and work-life balance
- Fun and supportive company culture
- Commitment to ongoing learning

In exchange for your experience, commitment, and hard work, you will join a fast-growing company that looks after its people. We offer a safe, collaborative culture with a multi-cultural team, and focus on training and development opportunities.

The application form will include these questions:

- Which of the following statements best describes your right to work in Australia?
- Which of the following forklift licences do you have?
- Do you have experience operating a RF scanner?
- What's your expected annual base salary?
- How much notice are you required to give your current employer?