

<b>Job Title:</b>	Warehouse/Reverse Logistics Coordinator - QLD
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<b>Department/ Business Unit:</b>	Warehouse/Reverse Logistics	<b>Reports to:</b>	Reverse Logistics Team Leader
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### Job Purpose

The Warehouse/Reverse Logistics coordinator role is required to effectively manage the day-to-day task for all warehouse/reverse Logistics activities associated with our products including inbound, outbound, storage and inventory accuracy.

### Reporting/Working Relationships

- Reverse Logistics Team Leader
- Distribution Manager ANZ
- Customer Service
- QLD Team

### Key Responsibilities

- Unloading and loading vehicles
- Checking on inbound against consignment notes to confirm number of items received
- Confirmation of batch number, serial number and expiry date details during receipt and dispatch processes
- Preparation of received warehouse products for put away and safe and secure storage
- Organise the Outbound picking, packing, checking and dispatch of all warehouse and Reverse Logistics Loans related business
- Liaise with all stakeholders to organize the return of all Reverse Logistics related Business
- Accurately Consign outbound deliveries using designated FMS
- Declaring dangerous goods for transport
- Managing cross dock products through the warehouse cycle
- Liaise with business units and stakeholders where required for product updates and notification
- Use business systems to log and manage receiving issues and quarantined products
- Maintaining warehouse housekeeping standards

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- Data entry into Warehouse Management Systems
- Participation in continuous improvement initiatives
- Inventory Management
- Maintain logs and registers as required
- Facilities Management
- Ordering supplies
- Notify business units or team members of incoming repairs or goods for collection
- After hours on-call roster rotation responsibilities required after probation period and required training completed.
- Other duties as assigned by manager

<b>Quality and Safety Requirements and Responsibilities</b>
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- Comply with Quality System requirements
- Take reasonable care for your own health and safety and do not negatively affect the health and safety of others. Comply with any instructions and follow any policy, procedure or work instruction relating to health and safety at the workplace that has been notified to you.
- To ensure compliance with applicable legislation, customer requirements and given the exposure risk to the business, it is a requirement of this role that you maintain any appropriate vaccinations and background checks as appropriate.
- Conduct all activities and duties as part of this role in full accordance with company policies, procedures, and values.
- Understanding of Device Technologies policies and procedures including any vaccination and background checks in line with your role and responsibilities.

<b>Selection Criteria</b>
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- Essential**
- Good communication skills both verbal and written
  - Computer Literate
  - Organisational skills
  - Interpersonal skills
- Desirable**
- Previous experience in prior role