



## POSITION DESCRIPTION

<b>Position Title:</b>	Warehouse Assistant
<b>Reports To:</b>	Warehouse Manager
<b>Direct Reports:</b>	NIL
<b>Award &amp; Classification:</b>	As per Letter of Engagement

### About Us

We are Veto Sports, one of the leading sports teamwear & equipment suppliers in Australia. Veto offers fully sublimated gear in a range of materials for a multitude of sports. Veto stock an extensive collection of equipment as well, making Veto a 'one stop shop' for sports teams.

### Position Purpose

The Warehouse assistant is responsible for assisting the oversee and coordination of all aspects of warehouse operations, including inventory management and process optimisation.

*To summarise, it is not the intent of this position description to limit the scope or responsibilities of the role, but to highlight the most important aspects.*

Specific Duties	Success Indicators
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Warehouse Operations/Management	
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<ul style="list-style-type: none"> <li>Assist in maintaining the proper functioning of warehouse equipment, such as forklifts</li> <li>Receive, process, and fulfill e-commerce and Customer Direct orders accurately and promptly</li> <li>Verify order details, ensure proper packaging, and coordinate shipping logistics</li> <li>Prepare and organise warehouse orders for shipment, adhering to order accuracy standards</li> <li>Oversee the receipt of incoming shipments, verify quantities, and inspect for damages</li> <li>Coordinate outbound shipments, ensuring accurate order picking, packing, and timely dispatch</li> </ul>	<p><b><i>Maintain stock levels to minimise shortages and maximise product availability</i></b></p> <p><b><i>Streamline the order preparation process, resulting in a reduction in order fulfillment time</i></b></p> <p><b><i>Achieve a high accuracy rate in order picking and packing, reducing order errors and returns</i></b></p>
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Inventory Control and Quality Assurance	
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<ul style="list-style-type: none"> <li>Perform regular inventory counts, reconcile discrepancies, and update stock records</li> <li>Maintain accurate documentation of stock movements, deliveries, and returns</li> <li>Conduct routine quality checks on incoming and outgoing products to maintain high standards</li> <li>Adhere to safety protocols, proper handling, and storage of goods to ensure compliance with regulations</li> <li>Monitor stock levels and proactively initiate reorders to prevent shortages and ensure product availability</li> </ul>	<p><b><i>Achieve accuracy in inventory counts by conducting frequent and consistent audits</i></b></p> <p><b><i>Ensure stock movements, deliveries, and returns are accurately documented in a timely manner</i></b></p> <p><b><i>Maintain a reduction in the number of product quality issues reported by customers after implementation of routine checks</i></b></p>
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<ul style="list-style-type: none"><li>Place stock orders with providers based on inventory levels and demand forecasts</li></ul>	<p><i>Reduce the number of incorrect or damaged items accepted as returns through improved quality checks</i></p>
<b>Workplace Health &amp; Safety ("WH&amp;S")</b>	
<ul style="list-style-type: none"><li>Always maintain and encourage the highest safety standards</li><li>Comply with all WH&amp;S standards, policies, and procedures</li><li>Report all accidents and/or incidents to Management immediately</li><li>Conduct periodic checks to remove hazards from work areas</li><li>Rectify identified hazards where possible and report to Management as soon as possible</li></ul>	<p><i>Consistently adheres to WH&amp;S policies and procedures</i></p> <p><i>Hazards are actively managed and reported</i></p> <p><i>Zero preventable WH&amp;S incidents</i></p>
<b>General Duties</b>	
<ul style="list-style-type: none"><li>Always represent Veto Sports in a positive and professional manner</li><li>Contribute equitably to maintaining the cleanliness of Veto Sports</li><li>Maintain dress-code standards</li><li>Maintain a friendly and approachable attitude towards all employees, customers and stakeholders</li><li>Respect all equipment and property and use with care to avoid unnecessary damage</li><li>Complete all other duties as assigned</li><li>Attend meetings and training as required</li><li>Undertake the responsibilities of the position adhering to:<ul style="list-style-type: none"><li>Equal opportunity and anti-discrimination legislation and requirements</li><li>Workplace Health and Safety (WH&amp;S) legislation and requirements</li><li>Legal requirements</li><li>Cultural and ethical considerations</li><li>All policies and procedures of Veto Sports</li></ul></li></ul>	
<b>Knowledge, Skills and Personal Attributes</b>	
<ul style="list-style-type: none"><li>Strong attention to detail and accuracy in order processing.</li><li>Proficiency in inventory management software and Microsoft Office Suite</li><li>Effective organisational and time management skills</li><li>Excellent communication skills, both verbal and written</li><li>Problem-solving attitude and ability to adapt to changing priorities.</li><li>Be physically fit with unrestricted ability to lift, bend, stretch &amp; twist.<ul style="list-style-type: none"><li>Physical activities include walking, talking, standing, stooping, hearing, seeing, talking, bending, reaching, feeling, writing, grasping, handling, stretching, balancing, pushing, and pulling</li><li>Ability to lift, and to lift object overhead in the transportation, moving, lifting and/or stacking of items</li><li>Ability to handle repetitive motion of hands, wrists, and shoulders</li></ul></li></ul>	



### Qualifications & Experience

**Essential**

- Queensland C Class Drivers Licence

**Desirable**

- TLILIC0003 Licence to Operate a Forklift Truck
- Prior experience in warehouse and distribution operations

**Approved by:**

**Date:**

I have read the above Position Description and understand and accept the role requirements for the position of **Warehouse Assistant**.

**Employee Signature:**

**Date:**

*Note: The above information on this position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.*