

Position Title	Warehouse Assistant - Casual
Position Number	New Position
Division	Corporate and Finance
Section	Liquor Bond
Salary Level	Level 3
Reports to	Manager – Liquor Bond

Position Objectives

This position is responsible for general stock handling and warehouse duties at the Liquor Bond. This position will also provide support to the Procurement and Warehouse Officers.

Key Accountabilities

Warehouse operations

- Perform warehouse stock rotation and consolidation
- Compile, invoice & deliver wholesale orders
- Perform stocktakes as required including rolling stocktakes and the end of financial year stocktake - this includes any stock adjustments and recording of variances.
- Receive, unpack and tally in coming stock, confirm tally against invoicing.
- Flexible working hours required when vessel unloading
- Auditing warehouse stock against manifesto
- Regularly enter ullage/damaged stock list into POS system for stock accuracy
- Understand & commitment to workplace equity & work health principals & practices.
- Movement of stock to front of house
- Auditing warehouse stock against manifesto
- Stocking of beer cooler and Retail Shop
- Understand & commitment to workplace equity & work health principals & practices.

Competencies

- Sound knowledge of ordering/receiving,
- Demonstrated experience in warehouse operations (including forklift operation)
- Sound knowledge of Liquor products
- Ability to apply stock rotation methods
- Continual ability to lift heavy cartons up to 25kg.
- Sound communication skill & ability to receive instruction.
- Ability to prioritise and complete workload in accordance with external demands.
- Proficient level of computer literacy including effective use of Microsoft Office programs
- Demonstrated work related experience and commitment to work, health and safety principles and practices.

<ul style="list-style-type: none"> • A demonstrated understanding of Equal Employment Opportunity and working within guidelines and a Code of Conduct 	
Qualifications	
<ul style="list-style-type: none"> • Responsible Service of Alcohol (RSA) • Forklift Licence • Drivers Licence Class C & MR (or ability to acquire) 	
Acknowledgement	
<p>This position description and associated information is not to be considered as a comprehensive, complete and /or exhaustive list of responsibilities and accountabilities; it is indicative of the position only. The position incumbent must be aware that their role and position are dynamic. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors is expected at Norfolk Island Regional Council. People and positions develop over time and this position description is intended to facilitate this, as a living document, where your active involvement is a critical element. It is highlighted that this position is a member of a team. As such the incumbent is expected to learn the roles and duties of others in the team and to help other team members when required, to guarantee quality outcomes.</p>	
Date Authorised	September 2024