



Position Description

At DEC, our purpose is Advancing human and animal health for a better world. To do this, we need to be a leader in innovative human and animal health solutions by operational excellence and empowered people.

We aspire to be our customer's first choice to make and ignite their advancement in human and animal health technologies.

At all times, we are driven by the pursuit of perfection.

Make Easy, Make Together, Make Perfect.

Company	DEC Pharmaceutical Limited
Position	Store Person
Reporting to	Logistics Team Leader
Department	Supply Chain
Contract Type	Permanent
Location	Hamilton

Key Purpose

The Store Person is responsible for carrying out all store person tasks in a competent, professional and independent manner in accordance with systems and procedural guidelines.

Key Accountabilities	Objectives
Health and Safety	• Drive a safety first culture within the wider team and across the wider business. • Maintain a high level of health and safety awareness, with a proactive approach to health and safety. • Demonstrate personal commitment to achieving excellent health and safety standards. • Proactively report, manage and control risks, hazards and unsafe work practices. • Behave in a manner which does not endanger the health and safety of yourself, other employees or contractors/service providers.
Warehouse Support	• Support staff within the warehouse and logistics department. • Support other departments within DEC by attending to their requisition requirements in a timely manner.

Stock Management

- Receive inward goods – loading/unloading of trucks using reach truck and entering the details into the ERP system.
- Daily picking of product required for delivery or return of consumables to and from all departments as per departmental needs.
- Transfer and receipt raw materials and finished goods for dispatch and delivery to and from various departments across DEC.
- Ensure the warehouse department and associated areas are maintained to the required standard, whilst ensuring associated documentation is completed.
- Ensure sufficient levels of consumable goods related to manufacturing, café and sundry items are maintained.
- Assist the logistics department with any administration, despatch tasks, picking and packing shipments, and loading trucks or containers.
- Ensure own currency in all standard operating procedures for the tasks being performed and follow the progression plan as outlined separately.
- Any other responsibilities or tasks as instructed that is in line with the role or ability.

Continuous Improvement

- Actively identify, collaborate on and implement continuous improvement plans to achieve future growth within DEC.
- Promote new ways of working across the business.
- Ensure we uphold a high level of integrity and always follow guidelines.
- Actively use Lean tools to ensure the warehouse is operating consistently with DEC processes.

Quality

- Ensure any new and existing standard operating procedures are up to date and relevant.
- Actively take part in any root cause analysis or CAR's that involve the warehouse environment.

Dimensions

Direct Reports

Nil

Financial and Projects

Nil

Delegation and Decisions

Warehouse and Logistics functions
Escalation to Logistics Team Leader

Challenges and Problem Solving

- A dynamic environment that will experience multiple process enhancements through collaboration with teams across the business
- Challenging the status quo and current methodology
- Organisational growth in a complex environment

Other Indicators

Tasks to be set monthly and reviewed on a weekly basis

Working Relationships

Frequent People Contact	Nature of Contact
Supply Chain Manager	Department Manager
Logistics Team Leader	Direct report
All Staff	Collaboration of product movement
Reception/Accounts Payable	Packing slips entry into ERP
Suppliers and Service Providers	COA, SCAR enquires

Person Specification

Qualifications Required for the Position

- Current Forklift Operators Certificate

Competencies, Skills Knowledge and Expertise

- Reach Truck endorsement on Forklift Operators Certificate preferable
- Chemical Handlers Certification preferable
- Customer & quality focus – recognises and ensures that high quality products are delivered to customers at all times.
- Positive Attitude and work ethic – works as an effective member of the team towards achieving the team goals and demonstrates an appropriate work ethic at all times.
- Initiative and problem solving – demonstrate appropriate levels of initiative by thinking outside the box and providing appropriate suggestions or implementing changes as appropriate to job level.
- Ownership – takes appropriate levels of ownership for tasks associated to their role.
- Communication – effectively communicates with colleagues and management.
- Computer Skill Level – be able to navigate systems effectively, including Microsoft Word, Excel and Outlook, and pick up new systems quickly.

Behaviours

- Ability to work independently and make decisions
- Excellent organisational and communication skills
- High level of integrity
- Excellent time management skills
- Ability to build effective working relationships with colleagues

DEC Values



Make Easy

We strive to make the complex simple. Strong relationships come from guiding our customer's journey and making it easy.



Make Together



Together we achieve more when we trust each other to do what we say. Perfection requires all of us pulling together.



Make Perfect

What we make deserves nothing less than perfection. Every detail matters.
