



POSITION DESCRIPTION

WAREHOUSE OPERATIONS COORDINATOR

Baby Give Back is a rapidly growing Gold Coast based charity giving children a safe start to life with the provision of essential baby items to vulnerable families. We do this in partnership with social services agencies to ensure help is provided where and when it is needed the most. We recycle preloved baby items from our community (with rigorous safety-checking processes in place) and supplement with new items, providing practical support to vulnerable parents.

Powered by a small team of staff and an army of volunteers, we are working towards changing the trajectory for vulnerable and disadvantaged children and their parents.

ROLE

The Warehouse Operations Coordinator would be responsible for:

- the day to day operations of our warehouse including workplace health and safety, compliance with regulations and procedures and ensuring the warehouse remains tidy and in order;
- providing direction and setting expectations for the warehouse team and volunteers (including working closely with the Volunteer Coordinator to ensure that volunteer tasks are set and managed each day);
- Plan, coordinate and monitor the flow of stock, including donations and purchased stock and working with the Social Services Manager to ensure we can meet the immediate and longer term stock requirements for orders;
- monitor stock levels in order to highlight minimum and excess levels of stock;
- managing the operations budget and processes including ordering stock and consumables;
- relationship building and negotiation with suppliers;
- overseeing the dispatch of stock via packer/giver volunteers in the absence of the Social Services Manager;
- overall responsibility for the quality and safety of all donated items and managing our online safety forms, product recalls and the training and management of safety checking volunteers;
- the logistics of stock rotation, efficient space utilisation and planning;
- liaising with suppliers and transport companies as and when required in a timely way.

This is a crucial and diverse logistics role. The key objective is to ensure that the workflow and stock flow in our warehouse enables us to help every baby that we are asked to provide essentials (utilising the volunteer support that is available to us).



The Warehouse Operations Coordinator will report directly to the Social Services Manager who reports to the CEO.

This is a part-time role working 30 hours over 4-5 days per week (and one Saturday per month).

REQUIREMENTS

Essential:

- Show a demonstrated commitment to the mission and values of Baby Give Back
- Self-starter who is not afraid to use their own initiative
- Ability to delegate, manage and motivate people
- Relevant stock management experience - receipting stock, dispatch, data entry, stock control, efficient space utilisation
- Excellent levels of computer literacy and organisational skills
- Excellent interpersonal skills, a friendly disposition and strong communication skills
- Organised and detail oriented
- Be proactive, punctual and reliable
- Excellent problem-solving skills and ability to manage multiple, conflicting priorities
- Safety conscious
- Physical strength and stamina to move and unpack large items
- Australian permanent residency

Desirable

- Experience and knowledge of Workplace Health and Safety procedures and regulations

Candidates with previous work experience in warehouse management or inventory management may have a higher chance of being successful for the position.

For more information or to apply for this position, please submit a covering letter outlining your skills and experience along with your resume and email it through addressed to Carly Fradgley at carly@babygiveback.org