

Position Description

Position Title.

Warehouse Manager

Reports To.

Director of Operations

Position Overview.

Clothing The Gaps is a Victorian Aboriginal owned and led social enterprise. We are a fresh and dynamic fashion label managed by health professionals that celebrates Aboriginal people and culture. We produce merch with a meaning and encourage people to wear their values on their tee.

The Warehouse Manager provides safe and effective management of the warehouse environment. A logistically minded individual who thrives on 'best practice' and compliance in safety standards and requirements. Responsible for a vital part of the supply chain process, you'll manage people, processes, stock and systems in order to ensure goods are received and dispatched appropriately, and that productivity targets are met. A natural leader who aims to contribute to the economic growth of the business.

Key Responsibilities.

Warehouse Operations

- With direction from the Director of Operations, undertake the management of the Warehouse team to achieve positive outcomes and workplace culture
- Be responsible and accountable for all ordering of Clothing The Gaps stock across the business
- Responsible for the coordination of stock in and out of the warehouse
- Ensure successful and profitable management of bulk and wholesale inventory
- Coordinate and manage all fulfilment and distribution activities for internal and external stakeholders
- Manage all stock in and out of retail stores
- Be actively involved in the development and implementation of Warehouse processes and systems
- Ensure warehouse and logistics activities run effectively and efficiently to a quality standard at all time
- Adhere to and manage an operations budget
- Work closely within Operations and Supply Chain to achieve successful outcomes for the business
- Manage drivers coming in and out of the warehouse
- Manage the containers
- Provide a safe and effective delivery of all the warehouse functions

- Manage relationships with both external and internal stakeholders, including manufacturers
- Ensure whole of life asset management data (forklifts and associated warehouse tools) is collected and used to inform planned and unplanned asset maintenance
- Manage and control warehouse stock inventory
- Ensure data accuracy associated with the movement of freight and stock
- Managing gas cylinder contract for forklifts
- Ensure forklift drivers are licensed
- Manage building security processes

Human Resources

- Proven ability to inspire and mentor a team – Highly Desirable
- Provide management, leadership and guidance to team members
- Management of work activities and rostering of the Warehouse Coordinator and Warehouse Operators
- Implement and facilitate regular team meetings
- Respond to employees concerns in a timely manner
- Ensure employee performance continues to develop
- Liaise with external HR for support and guidance with people issues

Health and Safety

- Make certain the safety of employees by complying with legislation requirements and OH&S
- Lead a safety-first culture across the business
- Manage safety incidents and hazards in the warehouse
- Ensure health and safety policies, procedures and general documentation are in place Identify existing and emerging areas of risks and address accordingly

Other

- Provide ad-hoc and regular reports as requested
- Any other tasks as directed by management

Qualification and Skills.

- High school certificate or equivalent qualification – *Highly Desirable*
- Previous experience in a Warehouse leadership role – *Highly Desirable*
- E-commerce working knowledge – *Essential*
- Hold a Driver's license – *Essential*
- Proven ability to inspire and mentor a team – *Highly Desirable*
- Proven work experience with Shopify – *Highly Desirable*
- Exceptional interpersonal and communication skills
- The ability to safely operate warehouse machinery and equipment
- The ability to lift and move heavy objects
- The ability to stand for extended periods
- Excellent organisational and problem-solving skills
- Effective communication skills
- Detail-oriented
- Dependable and responsible
- Strong work ethic
- Comfortable working independently
- Makes safety a priority
- Strong organisational skills

Sign Off.

Based on the information above I agree to conduct myself in a manner that is inclusive, collaborative and in accordance with the Employer's Health, Safety and Environmental Standards.

I will act with integrity, whilst ensuring that I am professional and prepared for my role. I will work within the scope of my skill set and to the best of my ability. I will communicate clearly and concisely to all stakeholders of the Employer and uphold the Goodwill of the brand.

I intend to solve issues and make informed decisions within the scope of my role to better the Employer to the highest standard. I understand what is required of me as an employee of Clothing The Gaps.

Employee:

Date:

Manager:

Date: