

Warehousing & Distribution Staff

Position Title:

Warehousing & Distribution Staff

Location:

424 San Mateo Ave, Mildura

Department:

Warehousing / Distribution

Responsible to:

Managing Editor

Liaising with:

Administration & Managing Editor

Position Summary

To complete prepare and distribute weekly newspapers to designated distribution points throughout Sunraysia.

Key Selection Criteria

All written applications must address the following criteria set below.

Duties & Responsibilities

- Prepare for the arrival of the truck and offload newspapers once arrived.
- Wrap newspapers utilising wrapping machines and sort in numbers according to walker distribution areas.
- Prepare wrapped newspapers in an orderly manner for walkers to collect.
- Designated walkers to deliver newspapers to households and businesses as issued within property boundaries (not on nature strips or footpaths).
- Deliver unwrapped newspapers to distribution points throughout Sunraysia.
- Maintain cleanliness and order within the warehouse area.
- Report any damage or issues with equipment.
- Comply with all company policies and prodedures including OH&S.
- Other duties as required.

Essential Knowledge, Skills and Abilities (KSA's):

- Current drivers licence – desirable
- Current forklift licensce – desirable
- Dependability
- Ability to work within a team environment
- Excellent motivation and shows initiative
- Good oral communication skills
- Confidentiality, tact and discretion when dealing with people



Hours of Work:

This position is a casual position. Hours of work generally commence at 1am (depending on arrival of newspapers) every Friday for up to 8 hours. Additional hours including weekend work may be required from time to time depending upon workloads and additional publications prepared.

Remuneration

Remuneration is based upon the Road Transport & Distribution Award (Vic) 2010.

Acknowledgement

This position description has been reviewed and is confirmed as correct.

Manager

Print Name

Signature

___ / ___ / ___
Date

Employee

Print Name

Signature

___ / ___ / ___
Date

**Copy to be retained by employee*