

STORE PERSON

PXC PD 5.05

POSITION SPECIFICATIONS

Position Reports To	Warehouse Manager
Direct/Indirect Reports	Nil
Financial and/or Other Delegation/s	As per company policy
Version	January 2025

SCOPE OF THE ROLE

The Store person is responsible for receiving, handling and dispatching goods coming into, or going out of the warehouse. The stores person is also responsible for accurately picking orders and ensuring the quality of product leaving and entering the warehouse.

KEY RESULT AREAS AND SUPPORTING RESPONSIBILITIES

RESPONSIBILITIES

- Unload, unpack and store stock using safe work procedures.
- Check and inspect goods on arrival and complete appropriate documentation where required.
- Report discrepancies and/or damaged goods using NCAR procedure.
- Load and unload vehicles using lifting aids and appliances where appropriate in compliance with workplace procedures and safety legislation.
- Check the condition of lifting aids and appliances, where applicable and other equipment before use and advise Warehouse Manager of any issues.
- Receive and store stock in an appropriate location within the warehouse.
- Verify delivery documentation for all goods received.
- Apply C-Tick labels to products requiring labelling.
- Complete orders by selecting goods from shelves and checking them off appropriate lists.
- Assemble and pack orders accurately as per delivery note to meet workplace schedules.
- Shrink wrap/package stock where appropriate to facilitate dispatch of goods in a safe manner.
- Attach appropriate paper work and picking slips, where required.
- Secure, arrange and place orders in appropriate location for dispatch.
- Maintain records of stock levels.
- Help keep the warehouse in a safe and tidy manner.
- Match consignment notes with stock allocation and branch stock order sheets to check accuracy of data entry.
- Participate in end of year stock-takes and other stock counts in accordance with company policies and procedures.
- Accurately count and record stock levels.
- Input, store and retrieve data into computer systems and software applications for work role where required.
- Other tasks as required from time to time as indicated by the Warehouse Manager.

COMMUNICATION:

- Actively participate in formal and informal communication to further the aims of the individual, the team and the company.
- Seek out information required to perform tasks effectively and efficiently and to better understand your job, the business and the environment in which we operate.
- Communicate with all other employees with respect and integrity.
- Attend regular team meetings/information sessions.
- Commit to listen and understand others, act on ideas and suggestions, share relevant and accurate information and provide timely feedback when required.

WORK HEALTH AND SAFETY:

Contribute to the provision of a safe working environment by:

- taking care to protect personal health and safety at work
- not adversely affecting the health and safety of other employees
- identifying and rectifying where possible, hazards in the workplace
- complying with all reasonable instruction and safety using equipment provided
- reporting any incidents or near misses which may occur
- complying with all company policies and procedures.

QUALITY / CONTINUOUS IMPROVEMENT:

- Actively support the requirements of company Quality systems by maintaining Company documentation and procedures.
- Continually review work practice and recommend ways in which practice, systems and/or processes can be improved.
- Participate in activities that address improving performance and actively promote improvement.
- Improve both internal and external customer focus.

PRIVACY RESPONSIBILITIES:

- Any personal or sensitive information collected in the course of performing your duties is to be used only for the purpose for which it was collected.

ENVIRONMENTAL SUSTAINABILITY AND MANAGEMENT

- Comply with relevant Australian Government environmental legislation, regulations and policies and other leading practice requirements to;
- Consider sustainability issues in the planning and management of Phoenix Contact Ltd activities;
- Prevent pollution; minimise waste and greenhouse gas emissions; and minimise our consumption of energy water and natural resources; through both technical and staff-based initiatives
- If applicable to your position or area of responsibility, set, meet and periodically review environmental objectives and targets;
- Adhere to the principles of the *Environmental Policy*
- If required, communicate the *Environmental Policy* and Environmental Management System to staff, contractors, suppliers, consultants and volunteers;
- If required, provide environmental awareness and training to ensure staff throughout Phoenix Contact are aware of their environmental roles and responsibilities;
- Play a role in striving for continual improvement of environmental performance through the monitoring of our achievements on a regular basis and reporting to relevant stakeholders.

PHOENIX CONTACT CODE OF CONDUCT

- Adhere to the principles outlined in the Phoenix Contact Group Code of Conduct.
- Consider the code of conduct in the planning and management of Phoenix Contact Ltd activities by:
 - Making decisions and conducting activities within established guidelines.
 - Demonstrate respect, fairness, and integrity as the foundation of all your daily interactions.
 - Adhering to occupational health and safety requirements as per relevant Australian Government legislation.
 - Safeguarding the personal data entrusted to you by others.
 - Respecting and maintaining the integrity of fair competition.
 - Avoiding any conflicts of interest between private and business interests.
 - Exercising diligence when handling relevant information, expertise, and intellectual property belonging to Phoenix Contact and third parties, while implementing appropriate protective measures.
- If required, communicate the *Phoenix Contact Group Code of Conduct* to staff, contractors, suppliers, consultants, and volunteers.

SUMMARY OF KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED

KNOWLEDGE, QUALIFICATIONS AND/OR EXPERIENCE:

- Forklift Licence
- Previous warehouse experience – picking and packing
- SAP experience

SKILLS AND COMPETENCE:

- Customer service and results orientation
- Teamwork and co-operation
- Attention to detail and Computer literate
- Numerical skills to accurately count, receive and issue stock
- Initiative and work application
- High level of verbal communication
- Flexibility

EMPLOYEE ACKNOWLEDGEMENT:

Incumbents Name	
Signature	
Manager's Name	
Signature	