



ABODO

**Schedule 2
Position Description**

Position Title:	Warehouse Assistant	
Reports to:	Team Leader	
Direct Reports:	<ul style="list-style-type: none"> ▪ None 	
Full/Part time:	Full Time Position	
Location:	Lumsden Road, Ohinewai	
Key Relationships:	<ul style="list-style-type: none"> ▪ Training institutes ▪ Timber Processing teams ▪ Operations 	<ul style="list-style-type: none"> ▪ Key suppliers ▪ Key customers

Main Purpose (Summary)

The Warehouse Assistant is responsible for performing various tasks relating to picking, sorting, coating and packing timber to Patented Abodo Specifications and flowing along the processing line to be packaged and despatched to customers as per processing order requirements.

What you will do (Key accountabilities and tasks)

On a day-to-day basis, the role will:

- Assist the warehouse team in processing timber
- Inbound and putaway of timber and accessories in correct locations
- Accurately recording timber movement documentation
- Assist in feeding, operating and stacking coated timber from the Ceetec Coating Line
- Training and cross-training other team members
- Maintenance, setup and cleaning of the machines and warehouse areas
- Ensuring product is maintained, packaged and dispatched to the highest stands
- Comply with Health and Safety regulations and Abodo policies
- Ensure ethical and environmental practices in line with values and strategy are being adhered to
- Attend Toolbox talks, team meetings and training as required
- Assist with site safety and security
- Quality control for all timber processed
- Read and follow standard operating procedures for the site

What you will bring – (Technical and role related experience)

- 1-2 years in timber, manufacturing, warehousing or related roles
- Excellent technology and computer literacy (MS 365 suite)
- Prior experience of working in commercial manufacturing/warehousing environments
- Reliable and personal integrity
- Be able to diagnose problems quickly and have foresight into potential issues

What you will be valued for – (Core competencies)

These are skills and behaviours that are important for success in this role.

- **Instils Trust:** Follows through on commitments. Is seen as direct and truthful. Keeps confidences. Practices what he/she preaches. Shows consistency between words and actions.
- **Interpersonal Savvy:** Relates comfortably with people across levels, functions, culture and geography. Acts with diplomacy and tact. Builds rapport in an open, friendly and accepting way. Builds constructive relationships with people both similar and different to self. Picks up on interpersonal and group dynamics
- **Cultivates Innovation:** Comes up with useful ideas that are new, better, or unique. Introduces new ways of looking at problems. Can take a creative idea and put it into practice. Encourages diverse thinking to promote and nurture innovation.
- **Courage:** Stepping up to address difficult issues, saying what needs to be said.

What is important to us - (Our Values)

Our Values are about why and how we do things and how they form the foundation of our culture.

- **It Will Be OK:** We don't take chances. We will ensure we are a reliable supplier of carefully crafted products and services
- **Customer Spotlight:** Our entire team recognises the importance of customers. We manage their expectations to see them exceeded
- **Solid Bond:** Like a perfectly formed finger joint we will work together to get a better result. We are a family and we treat each other with respect
- **Future Thinkers:** We will actively seek to provide solutions to our customers problems and our own internal problems with a spirit of innovation
- **Walking the Talk:** We don't just supply sustainable products. We will bring sustainability into the way we work and where we work

The duties contained in this Position Description may be modified and updated by the Employer from time to time following agreement with the Employee. This above information is intended to describe the general nature and level of work being performed and therefore does not imply that the duties/skills listed are the only duties/skills to be performed by the incumbent. From time to time, employees may be required to perform duties outside of their normal responsibilities as needed.