

Position details

Title of Position:	Supply & Logistics Officer
Reports to:	Supply Chain Manager
Division:	Assets
Function:	Inventory, Procurement & Contracts
Number of Direct Reports:	Nil
Grade:	2

Health, Safety & Wellbeing

ElectraNet is committed to co-creating a workplace of choice and enriching the communities in which we operate.

As an industry leader, ElectraNet is at the forefront of the clean energy transition. We are socially and environmentally ambitious, and our continued commitment to developing, operating and maintaining our network in a way that creates opportunities for people and nature to thrive is essential to achieving our vision of energising South Australia's Clean Energy future.

Our commitment also drives our focus to create a physical and psychosocial environment that supports the health, safety and wellbeing of our people.

We all contribute to ElectraNet's workplace culture and have a duty of care to ourselves and one another to work safely, assess and manage risk, courageously speak up and promptly report any unsafe working practices, hazardous working conditions or security threats and to collectively learn and grow from every opportunity.

Position Overview

The Supply and Logistics Officer reports through to the Supply Chain Manager and is responsible for making sure supplies, inventory, materials and equipment are processed and stored through the warehouse system efficiently and safely. Based at our warehouse you will also provide day to day support across all supply chain activities including general warehouse tasks, forklift operations, receiving and issuing of materials using SAP and movements of goods / freight documentation as required.

Key Responsibilities**Operational & Technical**

- Warehouse and distribution operations, including receipting and issuing of materials, loading and unloading of freight, handling, storage and transfer of inventory, despatch of materials including packaging, labelling and kitting into assigned project staging areas.
- Provide on time and accurate completion of all associated and related administrative duties as required for warehousing, transport and logistics standards, including documentation such as consignments, manifests, spread sheets and stock takes.
- Ensure a safe and healthy work environment at all times and under all conditions including participating in site safety inspections, safety and toolbox meetings and any required WHS safety measures.

- Knowledge of Dangerous Goods awareness, storage and logistics within a warehouse and transport environment.
- Ongoing maintenance of forklift and stores vehicles – this entails that operational checklists are followed, fluid levels are adequate, and vehicles are correctly maintained, stored, clean and operational at all times.
- Assist with maintaining accurate stock control through stock takes and optimization of warehouse layout to minimise inventory loss and provide fit for purpose storage for inventory spares.
- Building and maintaining relationships with internal and external stakeholders, ensuring that any issues are resolved with minimal disruption to operations whilst providing positive customer service levels to the wider business.
- Any other duties required to support the supply chain team including emergency call outs
- Assist with inventory returns and disposal or salvage of equipment and materials.
- Work collaboratively with Asset Management and Supplier Relations teams and contribute to and comply with all relevant policies, procedures and work instructions.
- Ensure a high standard of housekeeping is maintained within the warehouse, including material handling equipment, pallet racking, shelving, office and yard areas.

Behavioural

- Build and maintain strong working relationships with and between internal and external stakeholders, delivering a high level of customer service.
- Create and develop a respectful workplace environment that values cultural diversity, innovation, open discussion and cross functional collaboration to help drive high performance.
- Lead by example; role model desired behaviour and priorities, demonstrate personal accountability for self-development and for achieving quality and timely result.
- Demonstrate behaviour that is consistent with ElectraNet's values, Code of Conduct and Acceptable Use of Technology Resources Policy while performing the role in a professional and ethical manner.
- Promote safe work practises that support the safety of all workers and the security of ElectraNet's assets, proactively reporting safety incidents, near misses and security threats.

Significant Working Relationships

- ElectraNet Warehouse team
- ElectraNet Assets and Delivery Divisions including Project teams
- OEM Suppliers
- External Transport & Logistics companies
- External Contractors

Equipment & Technology Used

- SAP – ERP System
- Grazer

Selection Criteria

Knowledge & Experience

Essential

- Applying theoretical and practical knowledge to solve commonly encountered problems.

- Applying generally accepted concepts, principles and standards in well-defined areas.
- Undertake ongoing tasks being performed on either a daily/weekly/monthly basis.
- 5+ years operational background preferably within the supply chain.
- Competent in Microsoft Office suite – Word/Excel/Outlook.
- Demonstrated experience using inventory systems, SAP preferred.
- Awareness of Dangerous / Hazardous Goods handling and transport.
- Physically fit to do manual handling, reliable, hardworking and responsible.
- Understanding of Chain of Responsibility compliance.
- Demonstrable ability to work as a team member and actively promote workplace harmony.
- Police Check.

Desirable

- Minimum 5 years' experience, in Supply Chain related role.
- Flexible approach to working hours and after-hours commitments.
- Electricity Industry background an advantage.

Qualifications

- High Risk Work Licence/ Forklift Licence (essential).
- Qualifications in supply chain or related field will be highly regarded.
- Dogging, Rigging, EWP, Scissor Lift, Bridge and Gantry, Working at heights, White card, HR Truck licence (all desirable).
- Valid Australian Car Driver's Licence (essential).

Background Checks

- Pre-employment checks, including background and security checks (such as global criminal checks) are required for this position, completed prior to commencement and repeated on a regular basis after appointment.

NOTE: Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.