

Job Description

Schedule A

POSITION: **LOGISTICS COORDINATOR**

Division: Plant and Logistics
 Location: Milton
 Report to: Plant and Logistics Manager
 Direct & Indirect Reports: Storeperson, Drivers
 Delegated Authorities: Makes decisions as delegated by the Plant and Logistics Manager and in accordance with this job description

Purpose:

To coordinate all distribution operations for Calder Stewart (CSSSL) which includes vehicles, distribution loading and schedules, enabling efficient and effective daily operations.

Position Objectives:

- Provide effective and efficient road distribution of goods and equipment to any CSSSL work site, or division location as required
- Utilise the vehicles and staff to achieve the most efficient benefit of those resources
- Maintain administration systems and processes that track activity and as required provide a management report on divisional operations

Key Tasks	Key Results
Health & Safety requirements are addressed in all operations and project planning	<ul style="list-style-type: none"> • All work is carried out in a safe manner and in accordance with company H & S policies • Throughout the work day H & S practice is observed and action taken if practices are unsafe • Health and Safety responsibilities for this role are met as per Appendix 1 of this document
Ensure that goods are delivered on time, to the correct address and in good condition	<ul style="list-style-type: none"> • Goods are delivered within expected timeframes • Distribution operations are dedicated to safety and quality assurance • Day to day operational activity is appropriate, timely and cost effective
Utilise the vehicles and staff to achieve the most efficient benefit of those resources	<ul style="list-style-type: none"> • Vehicle usage is efficient in achieving maximum load opportunities • Vehicles are appropriately maintained ensuring they are operating to maximum efficiency
Maintain good communication with internal clients and ensure delivery services meet the	<ul style="list-style-type: none"> • A high level of professionalism and conduct is demonstrated

Key Tasks	Key Results
needs of clients	<ul style="list-style-type: none"> • Customer relationships are effective and maintained • Problems are resolved promptly and advice is sought as necessary
Ensure staff receive appropriate training in loading best practice	<ul style="list-style-type: none"> • Staff are trained in securing and covering loads - such as tying different kinds of knots, and using chains, locks and straps
Make recommendation as necessary to CSSSL management for vehicle and equipment replacement in accordance with asset plan	<ul style="list-style-type: none"> • Vehicles and equipment are replaced as per the asset plan
Provide support, coaching and develop team skills and knowledge, particularly new staff	<ul style="list-style-type: none"> • New staff are trained, coached and work is checked towards continual improvement in their skills and knowledge
Provide professional expertise and advice to management towards company growth and development	<ul style="list-style-type: none"> • A culture of continual improvement is promoted
Maintain information and tracking systems for the pick up and delivery of goods carried along with delivery dockets	<ul style="list-style-type: none"> • Information and tracking systems are effective and maintained • Systems, processes and communication are effective and efficient
Ensure effective management overseeing deliveries to site	<ul style="list-style-type: none"> • A high level of service is provided to all stakeholders • Delivery deadlines are met • Truck and trailers are utilized with a high level of safety awareness • Process Improvement strategies are identified
Keep Plant and Logistics Manager informed of activities and any problems/issues as they arise	<ul style="list-style-type: none"> • Operations Manager is made aware of any issues in a timely manner

Undertake any other duties as may be reasonably requested by Calder Stewart management from time to time

Functional Relationships

Internal:	External:
Divisional Managers	Regulatory authorities
Administrators	Suppliers
Project Managers	Delivery Companies
Site Managers	Sub Contractors
Foreman	
Driver	
Maintenance Coordinators	
Operational Support Staff	

Person Specifications:

Essential	Desirable:
Extensive experience in distribution management	Knowledge of the construction industry, highly desirable
Proven organisational and time-management skills and the ability to prioritise work effectively	Intermediate level of computer literacy required: Outlook, Microsoft Excel, Sharepoint (together with an interest in further developing computer skills)
High level of safety awareness	
Ability to plan and schedule	
Adaptable and flexible to the competing demands of the role	
Excellent communication skills, including the ability to communicate with a wide range of people	
Customer orientation and a commitment to providing quality service	
Ability to establish and maintain good working relationships	

Calder Stewart’s Vision:

New Zealand’s property and build partner of choice.

Calder Stewart’s Purpose:

Build a strong future – for our people, our customers and the communities that we live and work in.

Calder Stewart’s Values – underpinning the purpose:

Find a Way

We are open minded and continually work together to solve day-to-day challenges, identifying new opportunities for the future

Play Fair

We are committed to respecting and supporting each other, being upfront and honest in the way we work and communicate

Be Loyal

We are building on the legacy, keeping our word, creating trust and support for our teams and our customers

Own It

We take ownership of our work and the work of our team

Our values outline the key behaviours we expect from our people as they go about their work and in their interactions with colleagues and customers