

Proposed Position Description

Dispatch / Warehouse Handler

Dispatch / Storeperson	Dispatch / Storeperson	Hours: 40 hours a week	Full-time Position Monday - Friday
Reports to:	Operations Manager	Location:	Greymouth
Start date:	TBC	Department:	Dispatch
Primary Purpose of Position			
<p>We are looking for a honest, reliable new employee for our dispatch department. This is a very important role for our business with the main responsibility being checking and packing of items for dispatch, also picking customer orders & assisting with inwards goods. We are looking for someone with the right attitude, who shares our vision for success and dedicated to maintaining quality and providing excellent customer service.</p>			

Key Responsibilities & Duties
<p>Major responsibilities include but are not limited to:</p> <p>Dispatch Requirements:</p> <ul style="list-style-type: none"> • Checking and packing of items for dispatch • picking customer orders • Assisting with inwards goods. • Multi-tasking skills • Positive, continuous improvement attitude. • Full training will be given for this role. <p>Performance Standards</p> <ul style="list-style-type: none"> • Loyal, honest, reliable, and confidential • Physically fit and strong (includes a lot of lifting) • Cheerful and have a sense of humour • Have good communication skills • Proficient in using a computer • Be well organised and pay attention to detail • Be a team player and able to work without supervision • Be able to multi-task and meet deadlines • Be prepared to work in other areas of the business as and when required

General

- Work without constant supervision
- Be effective and meet deadlines
- Meet all requirements of employee contract
- Implement company policies if required

Employee benefits

- Being part of a dedicated team and providing a nationwide service. We celebrate successes together with delicious meals cooked by management for reaching milestones, achieving monthly targets and new records.
- Employees receive 2 weeks off over the Christmas closedown period.
- We celebrate with an end of year lunch.
- Other benefits include a generous staff discount on all our brands.
- Flexibility around work hours.

This is a full-time Monday - Friday position. Minimum 40 hours a week.

This is an exciting opportunity with potential for growth in the role. If you feel you are ready for the challenges and rewards of this position, please email: jonathan@westpeak.co.nz

Please include a cover letter, your CV and contact details of your referees.