

## **Warehouse Assistant & Store person: Wellington (Ngauranga) NZ**

phil&ted's: owner of global brand - phil&ted's, Mountain Buggy and Mokopuna Merino - is looking for a Warehouse assistant & store person teamie! We're real people and real parents, achieving real success globally, whilst still working toward our ultimate goal: enable parents to escape nursery prison and live a life without limit!

From Newtown to New York, phil&ted's has been making kids stuff for over 21 years, so parents can escape nursery prison and live a dynamic life with kids in tow! Our phil-osophy is adapt&survive and we can honestly say - some claim this and seldom possess it - we have unique spirit and culture and live by that ethos, daily.

### **Position Summary;**

You are responsible for delivering efficient & effective support to the New Zealand warehouse operations, which aims to provide service levels which aim to meet or exceed customer expectations. You are primarily responsible for ensuring; order pick, pack & dispatch, container devanning & put-away occur in a timely and accurate manner. In addition, the role will likely change and evolve over time, so you will be expected to be able to 'adapt & survive' and be flexible in terms of meeting future needs

### **Our ideal candidate will be;**

Fit, able to lift loads up to 20kg, and familiar with warehouse processes, packed & dispatched with an accuracy above 99.0%

Understand the Quality control process for inwards goods, and be able to independently conduct a sample audit accurately, effectively and consistently. Also comfortable using relevant computer systems. (training will be provided)

## **This role encompasses some of the following functions;**

### Order Pick, Pack & Dispatch

- Pick all stock from an approved pick / packing slip with picking accuracy of 100%
- Dispatch all orders accurately and within 24 hours of receipt
- Ensure all internal documentation has been completed before items are released for delivery

### Stock Maintenance/ Management

- Regularly replenish stock from its storage location to its pick location, in a FIFO rotation basis.
- Maintain high standards and quality with regards to maintaining and storing company goods
- Assist with stock taking including weekly cycle counts
- Check for integrity of stock held.
- Remove any damaged stock to a quarantine area.
- Ensure all warehouse areas are kept tidy, safe and secure at all times.

### Inwards Goods Receipting

- Container Devanning and Put-away
- Ensure that all stock that is received, placed in the correct location & rotated in a First In First Out (FIFO) basis
- Unload and pack trucks & courier vans as required
- Enter inwards goods into the accounting package and audit inwards goods shipments
- Assist with receipt and checking of inwards goods as required

### Quality Control

- Inwards goods sample audits effectively and consistently carried per prescribed processes on 20% of batches
- Maintaining and providing reports based on audit results
- Setting up and monitoring engineering prescribed tests on rolling roads, and any other provided testing equipment, and reporting results in engineering prescribed format
- Carrying out specified product testing/auditing and reworking as required

### Miscellaneous

- Assist sales staff with tracking orders and warranty claims as required
- Participate in continuous quality improvement projects.
- Actively participate in cross training program

### **Success in this role will result from;**

- Ensure deliveries are pick, packed and dispatched in a timely and accurate fashion
- To engage in the physical handling and efficient transaction recording of goods associated with the warehousing function (inwards and outwards goods).
- Ensure best practice stock management procedures are followed.
- Ensure our customers internal / external receive world class logistical support.
- Continually add value and improve our warehousing and logistical functions.

### **Skills, Knowledge and Proficiencies Required;**

- This position is located in Wellington New Zealand
- RESPONSIBLE for supporting retailers and end consumers, and making sales
- ACCOUNTABLE to the local Warehouse Manager
- SUPPORTS other Warehouse Team members
- CONSULTS as required
- INFORMS as required
- OMITS as required

phil&teds isn't about Armani suits and ties - we're about a high performance culture, that has fun and makes money! We've built up global relationships with our customers: retailers, sales agents and parents - we're real people, doing real things - and we want to continue to help parents adapt&survive!

If this sounds like you, then we wanna hear from you!!

Email your CV AND cover letter to: [pickme@philandteds.com](mailto:pickme@philandteds.com)

NOTE: ONLY APPLICANTS WHO HAVE INCLUDED A COVER LETTER WITH THEIR CV WILL BE RESPONDED TO!

