



POSITION DESCRIPTION

POSITION TITLE:	Logistics Manager
REPORTS TO:	Currency Centre Site Manager
LOCATION:	Armaguard Branch as advised

➤ POSITION OVERVIEW

The position of Logistics Manager has management responsibility for the provision of the cash in transit services to all customers of the Currency Centre.

The Logistics Manager is required to manage a proactive and effective Logistics team responsible for the provision of Armoured, Non Armoured, and Payphone collectors with the associated administrative and reporting functions. The Logistics Manager will be responsible for all run scheduling.

JOB DETAILS

- Overseeing the efficient and profitable performance of the transport operation. This includes maximising vehicle utilisation (both time and volume); maximising the return of revenue per hour.
- Maintain a focus on continuous improvement in all areas of operations within Logistics.
- Ensure the timely delivery of regular reports through the various reporting systems.
- Effective Injury Management, including co-ordination and management of return to work programs.
- Effective risk management through daily review of operations
- Effective Management of Branch Assets, including equipment, vehicles and security equipment.
- Maintains adherence to internal audit requirements
- Maintain adherence to Armaguard branch standard operating procedures and security procedures.
- Monitors compliance to statutory, legislative and licensing requirements, including EEO, OH&S, Security and Firearms.
- The effective utilisation of distribution resources which will deliver the most productive outcomes for Armaguard while meeting or exceeding the customer service benchmarks of our client.
- Deliver the most productive outcomes for Armaguard through the effective utilisation of transport resources while meeting or exceeding the customer service benchmarks of our client.
- Ensures agreed customer objectives and measures are met.
- Produce budget, resource and capital planning and weekly key performance reporting and analysis to ensure an efficient and cost effective transport operation.
- Effectively utilise fleet and facilities to ensure the most efficient and cost effective operation.
- Implement initiatives that ensure cost containment, maximize profit and meet budget and customer objectives.
- Developing and maintaining an effective interface between logistics, cash processing and administration staff.
- Ensure adequate levels of appropriately trained employees and contractors are available to effectively maintain customer service levels.
- Anticipate and satisfactorily resolves all problems and issues with customers, equipment and staff.
- Ensure effective communication between Armaguard, customer, employees and contractors.
- Developing own potential and that of the personnel working in the warehouse to ensure effective succession planning.
- Ensure a work environment free from discrimination, harassment and bullying

- Develop a team work approach for setting and achieving objectives and problem resolution

QUALIFICATIONS AND EXPERIENCE

- Several years experience in provision of logistics services.
- Extensive background (Several Years) comprising of on the job training, work experience, administrative systems and specific skills development within a logistics environment.
- Good working knowledge of office information systems and computer skills.
- Good understanding and application of budgeting and finance systems.
- Staff management experience, including negotiation and communication skills.
- Customer service experience and skills.
- Change management and leadership skills.
- Previous management experience and a sound knowledge of transport services.
- Good knowledge of the unions and industrial environment.
- Good understanding of legislation applicable to the workplace and ability to act in accordance with (but not limited to) OH&S guidelines, duty of care responsibilities, chain of responsibility legislation, Drug & Alcohol policy, all Linfox workplace policies.

KEY COMPETENCIES

- Developing Others – Improves skills and effectiveness through clear feedback, mentoring, coaching, the provision of development opportunities and identification of potential in others
- Innovation and Change – recognises and/or generates imaginative and creative solutions, challenges the status quo and identifies opportunities for improvement
- Customer Focus – identifies and responds to customers' needs and ensures quality of service standards are met
- Relating and Networking – establishes effective long term relationships and develops and maintains a network of contacts
- Specialist Knowledge - Applies, maintains and improves on in-depth specialist knowledge
- Adaptability and Resilience – adapts own position in response to changes and deals effectively with disappointments and setbacks
- Outcome Orientation – sets and meets challenging objectives, initiates action and commits to clear outcomes