

POSITION DESCRIPTION

Position	Transport & Logistics Coordinator
Report to	Plant & Logistics Manager
Direct Reports	Nil
Business Unit	Plant and Logistics
Location	Milton

POSITION SCOPE AND PURPOSE

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

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

KEY RESPONSIBILITIES

Health, Safety & Environmental requirements are addressed in all operations and project planning.

KEY RESULTS

- All work is carried out in a safe manner and in accordance with company HSE policies.
- Throughout the workday HSE practice is observed and action taken if practices are unsafe.
- Effectively contributes to the implementation of HSE policies and procedures.
- Complies with HSE policies, procedures and guidelines.
- Reports all H&S and Environmental risks and incidents.
- Completes HSE Risk Identification and Assessments.
- Participates and engage with the organisation's Management System.
- Collaborates and implement Improvement suggestions in your area of responsibility.
- Participates in emergency response training and practice drills.
- Participates in HSE Meeting where required.
- Participates in Staff Meetings if requested.
- Uses authority to stop any unsafe act.

- Ensure that goods are delivered on time, to the correct address and in good condition.

 - Goods are delivered within expected timeframes.
 - Logistic 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.

 - Vehicle usage is efficient in achieving maximum load opportunities.
 - Vehicles are appropriately maintained ensuring they are operating to maximum efficiency.
 - Plan, update and communicate the Good Trucking plan.
 - Assist with the loading & unloading of trucks and be actively involved in all loading and unloading activities in the yard.
 - Continual communication required with customers and sites, clearly communicating and planning when trucks are arriving to set locations.
- Maintain good communication with internal clients and ensure delivery services meet the needs of clients.

 - Ensuring all efforts are made to back full and returning trips.
 - A high level of professionalism and conduct is demonstrated.
 - Customer relationships are effective and maintained.
 - Liaise with Key stakeholders (Construction, Steel, Precast, Plant and Logistics and ReoXpress) on a regular basis.
 - Problems are resolved promptly, and advice is sought as necessary.
- Ensure staff receive the appropriate training.

 - All staff are trained, coached and work is checked towards continual improvement in their skills and knowledge.
 - All staff training is up to date.
- Provide support, coaching and develop team skills and knowledge.
Provide professional expertise and advice.

 - Assist staff with day to day activities when required.
 - A culture of continual improvement is promoted.
 - Information and tracking systems are effective and maintained.
 - Systems, processes, and communication are effective and efficient.
- Maintain information and tracking systems for the pickup and delivery of goods carried along with delivery dockets.
Ensure effective management overseeing deliveries to

 - A high level of service is provided to all stakeholders.
 - Delivery deadlines are met.

the site.

Keep the Plant and Logistics Manager informed of activities and any problems/issues as they arise.

- Truck and trailers are utilised with a high level of safety awareness.
- Process Improvement strategies are identified.
- Plant and Logistics 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.

KEY RELATIONSHIPS

Internal

- Plant & Logistics Manager.
- Divisional Managers.
- Administrators.
- Project Managers.
- Site Managers/ Foreman.
- Plant & Logistics Team.
- Operational Support Staff.

External

- Regulatory authorities.
- Suppliers.
- Delivery Companies.
- Sub-Contractors.

PERSON SPECIFICATIONS

Essential

- Extensive experience in distribution management.
- Proven organisational and time management skills and the ability to prioritise work effectively.
- 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.

Desirable

- Knowledge of the construction industry, highly desirable.
- Intermediate level of computer literacy required: Outlook, Microsoft Excel, Sharepoint (together with an interest in further developing computer skills).

Our purpose and vision

Driven by a common purpose

Our purpose

To Build a Strong Future – for our people, our customers and the communities we live and work in.



Our vision

To be New Zealand's property and build partner of choice.

Our values

Built on collaboration

We have generations of proven experience on our team and we're driven by a common set of values in 'Find a Way', 'Play Fair', 'Be Loyal' and 'Own It'.

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 wellbeing, our work and the work of our team.