



JOB DESCRIPTION

Position	Packaging Coordinator	Division	Rockit Packing Company Ltd
Reporting to	Shift Manager	Date	September 2024
Purpose			
This role involves assisting the Shift Manager with managing, controlling, and ensuring sufficient packaging supplies are provided to packing teams to enable continuous, efficient packing operations.			
Responsibilities			
<ul style="list-style-type: none">• Provide packaging supplies to packing teams to ensure efficient packing operations.• Liaise with Inwards Goods team for timely delivery of packaging needed.• Check packaging for defects when unpacking.• Ensure traceability of waste packaging is recorded.• Escalate any issues regarding defects to the Shift Manager.• Ensure packaging traceability is maintained using Rockit systems.• Undertake regular packaging stocktakes to ensure correct packaging is on-site.• Liaise with Techs to ensure packaging changeovers are completed correctly and efficiently.• Co-ordinate with lane & mezzanine chargehands.• Comply with company Health and Safety procedures and contribute to a positive safety culture.• Assist training of general floor staff in their roles.• Liaising with quality staff.• Enforce food safety requirements including spot checks on staff of general hygiene, absence of Jewellery etc.• Undertake other duties in the packhouse as required.			
Supervision			
<ul style="list-style-type: none">• Supervise, train and mentor team members to be great in their role.• Train staff against SOP's and sign off when competent at each level.• Support the growth and development of the Packaging Co-ordinator support person(s).			
Essential Requirements			
<ul style="list-style-type: none">• Have competent computer skills, to use appropriate inventory software such as Microsoft Office, especially Excel and ABC Software.• A positive attitude and a can-do attitude is particularly important. Pro-active input to teamwork and process improvement is critical in this rapidly expanding company.• Function in accordance with established standards, procedures, and applicable laws.• Participate in regular team and company-wide meetings• Demonstrate commitment to health and safety and compliance with company policies• Demonstrate company values			
Key Relationships			
Functional: - Chargehands & Machine Operator Lead Packhouse staff		Reports to: - Shift Manager	

Person Specification Requirements

Essential Requirements for this role:

- Legally able to work in NZ.
- Be physically fit and healthy – able to carry out manual handling and work on feet all day.
- Be accurate and have good attention to detail.
- Be cooperative and a positive team member.
- Experience training and/or supervising others
- Be efficient and timely in work execution.
- Be reliable and conscientious.
- Able to follow and carry out documented work instructions.
- Work unsupervised upon completion of documented training.
- Demonstrate common sense and adhere to food safety, hygiene and Health and Safety protocols.

Team Values

Proactively demonstrate Rockit Global Limited's values in all work and internal and external interactions:

Action Over Talk - Hohenga I Runga I Te Kōrero

At Rockit we've never been about the talk; it's always been about the doing. Doing things that nobody thought was possible.

Unstoppable Passion - Kohara Kāore e Taea Te Tū

We use a simple formula; passion in the work, unbridled ingenuity and backing ourselves. We believe the world would be a better place if everyone rocked it with us!

Doing Things Differently - He Rerekē Te Mahi I Ngā Mea

Doing things differently has always been part of our DNA, and it's what saw us take a punt on the world's smallest apple and turn it into a big New Zealand success story.

He Toa Takitini

Ehara taka toa, te toa takitahi, he toa takatini kē

Uniting all cultures, as we strive to make a difference within our communities and in all aspects of our environment, while being true to ourselves.

Employee Signature: