

# Position Description

POSITION TITLE	DOCUMENTATION & LOGISTICS OFFICER
DIVISION	
DEPARTMENT	MARKETING / EXPORT
CURRENT JOB HOLDER	
REPORTS TO	Export Marketer
REPORTING TO THIS POSITION	Nil

## SCOPE OF THE ROLE:

*To provide a professional service within the Export Marketing Department by delivering documentation to all clients accurately and efficiently*

## RESPONSIBILITIES

- Generate domestic and export documentation for clients effectively, in a professional and timely manner;
- Assist in shipping and documentation enquiries with clients from various cultural backgrounds/beliefs, government authorities and our sales department in all forms of communication;
- Maintain efficient communication at all time with the internal and external stakeholders (e.g. Traders, MBR cold stores, SQE and PVE plants etc)
- Provide accuracy in approving payments, reconciliation, filing and archiving of all relevant documentation in relation to exporting meat.
- Comply with all shipping and documentation procedures set in accordance to ability and understanding.

## Quality Assurance (QA) Activities and Compliance

- Compliance with Quality Assurance required standards specifics to the role and related activities within the business

- Participation and collaboration to ensure quality standards are met and respected within the business areas by actively monitoring and apply corrective actions to address any identified issues
- Train and coach staff and employees to actively implement and respect the QA requirements

### **Work Health & Safety**

- Compliance with WHS Acts, Regulations, company policies and procedures
- Behaviour reflects understanding of duty of care, and safe working arrangements for self, team, job-seekers/workers, and temporary external visitors
- Participation and collaboration to ensure a safe working environment within the business areas by actively identifying hazards, applying risk analysis and propose improvements

### **People and Culture**

- Encourage appropriate levels of communication and interaction with staff and other stakeholders
- Achievement of objectives is managed through performance and outcomes within required business KPIs
- Demonstrate ownership and accountability within their individual and team roles and objectives
- Demonstrates effective stakeholder relationships across business units and external to the organisation
- Implement continuous improvement across all competency levels to ensure achievement of business objectives and alignment to culture and employer of choice strategies

### **Working Conditions**

- This is a salaried position and staff members expected to work such hours as are necessary for the effective performance of the job responsibilities – minimum 38 hrs per week
- This is a Full Time Permanent position for 5 days per week
- The remuneration package is negotiated with the successful applicant, according to their level of skills and experience
- All staff members of T&R are required to sign an Employment Contract and OH&S Responsibilities
- Employment is subject to a six-month qualification period

***Position Description has been discussed and explained to the employee and the content agreed and understood.***

<b>Manager's Name</b>	<b>Manager's Signature</b>	<b>Date</b>
<b>Employee's Name</b>	<b>Employee's Signature</b>	<b>Date</b>