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<b>JOB TITLE:</b>	OPERATIONS MANAGER, LOGISTICS AND TRANSPORTATION SERVICES
<b>WORK UNIT:</b>	Logistics and Transportation Services
<b>LEVEL:</b>	Non Award Contract
<b>LOCATION:</b>	Freight Depot, East Arm
<b>REPORTS TO</b>	Chief Operating Officer

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## POSITION DESCRIPTION

**Position purpose** The position provides high level co-ordination of all logistics and transportation requirements for the company, including the efficient management of its fleet and haulage assets base.

In addition, Murin Association provides regular barge and road transportation services between Darwin and the Daly Region and the position oversees the day-to-day management of shipping, freight and warehousing solutions, the East Arm Freight Depot and staff members.

**Key Duties** The main responsibilities include:

- Management and planning of the logistics and transportation components of the company, including the efficient control and maintenance of its haulage assets, plant and equipment.
- Analyse logistics and transportation costs, implement cost-effective strategies and provide client quotations as required.
- Ensure the logistics needs of project and construction teams' plant and equipment are achieved, particularly with regard to remote locations.
- Oversee the weekly barge and road freight services and maintain tracking of deliveries to ensure schedules are met.
- Communicate with suppliers, retailers and clients as required.
- Ensure accurate records are maintained, including detailed logs and records of freight acceptance temperatures/reefer temperature checks.
- Warrant compliance with relevant work health safety, food regulations and public health requirements.
- Coordinate all staff rosters and schedules and provide a high level of day-to-day management of team members.
- Prepare regular operations reports for management and the Board.
- Remote travel as required

The above list is not exhaustive, and the role may change to meet the overall objectives of the company.

**Other Duties** • Fulfil other duties as required by management and other department personnel as requested/required.

**Required qualities**

- Excellent leadership and teamwork skills.
- Outstanding communication and interpersonal abilities.
- Professional approach.

- Ability to work under pressure.
  - Organisational and time management skills.
  - Excellent attention to detail.
- Desired competencies**
- Analytical and strategic thinking.
  - Initiative.
  - Business awareness.
  - Positive approach to change.

## PERSON SPECIFICATION

- Experience**
- Proven experience in an Operations Management position, with transport industry, freight operations and logistics experience highly desirable.
  - Sound office management procedures.
  - Well versed in supply management principles and practices.
  - Ability to work in a team environment and a commitment to on-time performance.
- Qualifications**
- Clean Drivers Licence
  - Heavy Rigid Licence (Desirable)
  - Forklift Licence (or ability to obtain)
- Knowledge**
- Sound knowledge of computer-based programs.
  - Excellent knowledge of Microsoft Outlook and Microsoft Office Suite
- Skills & competencies**
- **Customer service focused:** committed to providing exceptional customer service across all channels – written, phone and face to face.
  - **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience.
  - **Cultural Awareness:** demonstrated knowledge and understanding of Aboriginal culture, family and community structures and the ability to interact effectively and professionally with people of diverse cultures.
  - **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally.
  - **Commerciality:** ability to apply knowledge in a practical, commercial manner.
  - **Teamwork:** willingness to assist and support others as required and get on with team members.
  - **Time management/organisation:** accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.
- Personal attributes**
- Professional approach (essential).
  - Confident manner (essential).
  - Positive approach to change (essential).
- Other**
- It is expected you will be available in an on-call capacity and may be required to work weekends from time to time to fulfill the requirements of this position and the overall operations of the business. An ability to undertake remote travel will also be required.