

NZ Senior Storeperson/ Warehouse Manager

Ingredients Plus.

- Great Culture - our people are our most valuable asset.
- Dynamic Team - fun, energetic and supportive
- Career Opportunity - with growing company
- Immediate start!

Join our Vibrant Team and help us set up our warehouse in New Zealand - Unleash Your Potential in a growing company!

Are you ready to take your career to new heights and become part of an exceptional company? Look no further than Ingredients Plus, a leading distributor of ingredients to the Beauty Care, Health Care, and Homecare Industries in Australia and New Zealand. **We are looking for a skilled Storeperson or warehouse manager who can manage the setup and running of our 'NEW' New Zealand Warehouse.**

We are passionate about providing flexible, reliable, and trusted solutions, and we believe that success is achieved through continuous innovation, enduring partnerships, and a dedication to exceptional service.

The Ingredients Plus Difference

Ingredients Plus is a leading distributor of ingredients to the Beauty Care, Health Care & Home Care industries in Australia, New Zealand & Southeast Asia. We provide a complete range of solutions with flexibility, reliability & trust. And our full suite of technical, formulating, quality, regulatory & marketing expertise really helps to create a winning edge for our customers. We believe success comes from continuous innovation, enduring partnerships and a passion to serve. Reporting to the General Manager, this role will be an integral member of our New Zealand operations team & will be instrumental in our next phase of business growth.

Key Responsibilities

In this exciting role, you will have the opportunity to:

- Manage all receiving of goods.
- Manage/coordinate picking of orders.
- Manage all dispatching of orders.
- Coordinate deliveries and external contractors.
- Run daily reports.
- Update GRN (JIM2) with inbound and dispatch orders
- Ensure the housekeeping is up to standard in warehouse area.
- Unload truck/container safely.
- Ensure products are stored according to SOP requirement.
- Physical stock check upon request.
- Ensure all stock labels are in place and accurate.

- Physical stock transfer between different locations.
- Support the warehouse manager investigate stock issues, delivery issues, damage goods.
- Run Toolbox talks.
- Ensure the New Zealand warehouse operates as per company SOP's, including but not limited to:
 - Coordinate store people to complete pick and dispatch processes as per customer requirements
 - Coordinate inbound goods receipt
 - Monitor inbound schedule
 - Check stock upon request
 - Coordinator annual stocktake
- Provide domestic costing to office staff.
- Generate warehouse Reporting
 - Local Transport cost analysis and comparison
- Investigate stock issues, delivery issues, damage goods
- Ensure non-conformance stock is transferred correctly between different locations in the system, and physical movement is done correctly accordingly
- Ensure the warehouse has required resources (e.g. consumables)
- Checking all invoices related to New Zealand Warehouse

About You

- Experience Storeperson with Warehouse & Distribution experience.
- Current forklift licence
- Driver licence (to drive the company vehicle as required).
- Ability to work independently and within a small team to achieve the desired outcomes.
- Excellent written and verbal communication skills
- Computer literacy.
- A good understanding of ICAS & HACCP requirements will be beneficial.
- Understand all aspects of OH&S compliance.
- Hold MR or HR license (advantageous)
- Driven go-getter seeking career growth in a global business.

Benefits and Culture

At Ingredients Plus, we value and reward our exceptional team members. When you join us, you can expect:

- A competitive remuneration package.
- A comprehensive induction and training program designed to set you up for success.
- Company Bonus scheme.
- A fantastic team culture that promotes collaboration, support, and camaraderie.
- Ample opportunities for career advancement within our growing team and company.
- Onsite parking

In return for your experience and expertise, we offer a working environment that is not only fun and professional but also clean and engaging. Our team-building events and strong

employee engagement plan ensure that you'll feel valued and connected every step of the way.

Take the Next Step in Your Career - Apply Today!

If you possess the drive and passion to succeed and are eager to advance your career, seize this opportunity to join Ingredients Plus. To apply, click the apply. Together, let's unleash your potential and create a future filled with growth and success.

For further information contact Natasha, HR@ingredients-plus.com.