

Logistics Assistant Position Description

Reporting to:	Warehouse Manager	Work location:	Malaga, WA
Department:	Supporter Engagement	Budget holder:	No
Team:	Retail	Direct reports:	Nil

Here you'll make a difference

At Save the Children Australia, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.

The Logistics Assistant ensures efficient coordination of daily operations at the Save the Children depot, including stock pickup and delivery across State stores and donation areas. This role plays a vital part in maintaining smooth retail operations and, when possible, supports warehouse activities.

Reporting to the Warehouse Manager – WA, the Logistics Assistant works closely with a small team of retail staff and volunteers to uphold a proactive and professional approach to logistics and warehouse support.

Here your skills will be valued

Retail operations

- Collect and deliver stock for Save the Children Australia op shops
- Ensure the depot and surrounding areas are kept neat, secure, and orderly at all times
- Report maintenance and servicing arrangements for Save the Children Australia vehicle
- Perform ad-hoc projects allocated from the Retail Operations Manager, in line with organisational objectives
- Ensure all administration and paperwork tasks are followed and completed

Communications

- Provide clear and positive communication to all volunteers – both in store and in warehouse
- Ensure high levels of customer focus is maintained in all working relationships with both internal and external stakeholders to ensure timely and accurate provision of related information
- Ensure clear communication to Retail team within set timeframes
- Provide clear visibility on delivery schedules and ad-hoc pickups/tasks/deliveries

Health, safety, security and risk management

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the [Child Safeguarding Policy](#) & [Code of Conduct](#)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family

- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

All roles at Save the Children contribute to our impact for children.

At Save the Children and 54 reasons, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

Here you'll belong

It takes all types of people to do the challenging work we do. Here are some of the specific skills and experiences you'll bring in this role:

Essential knowledge or experience

- Demonstrated truck driving experience and/or experience in a similar role
- Exceptional customer service focus with both internal and external stakeholders
- Strong rapport and relationship building abilities
- Ability to liaise with a diverse range of people from diverse backgrounds and experiences
- Basic mathematics and money handling skills
- High levels of attention to detail and quality
- Ability to work under pressure and to tight deadlines

Additional Information

- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Save the Children Australia is an Equal Opportunity Employer

Driver's Licence: Required

Travel: Required

Working with Children Check: Required

Assets: Mobile phone