

# POSITION DESCRIPTION

## SUMMARY

**Position title:** Logistics Coordinator  
**Department:** Technology Services  
**Reports to:** Inventory Manager  
**Effective Date:** 18 August 2017

<b>MCEC's Vision</b> To be the world's best events destination leading the way in food, technology and service.	
<b>MCEC's Core Purpose</b> To connect people through memorable experiences.	
<i>MCEC's guiding principles underpin all of our actions and are to be demonstrated by all employees. In order to successfully role model these behaviours, this position requires a focus on the following:</i>	
<b>Excellence</b> proud of who we are and excel to be the very best	Develop and maintain strong relationships by listening to internal and external customers and understanding and responding to identified needs. Provides service excellence.
<b>Innovation</b> embracing new ideas and creativity	Identify, generate and apply new and unique ideas or solutions to improve processes, methods, systems or services and the internal and external customer experience.
<b>Integrity</b> a commitment to being honest and ethical	Operates in a manner that is consistent with the organisation's code of conduct and policies. Takes responsibility and ownership for own decisions, actions and results. Can be relied upon to ensure that tasks/projects within areas of responsibility are completed in an ethical and timely manner
<b>Respect</b> act with consideration and appreciation	Makes clear and convincing oral presentations to individuals or groups, listens and responds appropriately to information from others. Expresses facts and ideas in writing in a clear, convincing and organised manner.
<b>Working together</b> as one, we are empowered, supported and recognised	Ability to effectively work as an active and contributing member of a team to complete assignments and achieve goals

## DIMENSIONS

Direct reports: 2 EBA staff

Budget responsibility: No delegated authority.  
Influences department budgets in consumables and storage/transport expenditure.

Other: None

## POSITION PURPOSE

The Logistics Coordinator is responsible for receipt, dispatch and storage of technology services assets and equipment.

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## ORGANISATIONAL RELATIONSHIPS

### *Internal Relationships*

<b>Manager, Technology Operations Specialists</b>	Advise on delays of receipt of cross hired equipment for event delivery. Report on compliance with storage and equipment transport processes In conjunction with specialists, assist with storage and transport development for specialist equipment.
<b>Technology Services Managers &amp; Coordinators</b>	Advise on receipt of cross hired equipment for short lead requirements
<b>Technicians</b>	Ensure equipment is available in correct storage location for event delivery
<b>Capital Works</b>	Advise and propose capital purchase requirements for storage and transport solutions
<b>Finance</b>	Ensure adherence to asset acquisition and disposal policies for new purchases
<b>Workforce Scheduling</b>	Request additional labour as required for equipment preparation and return, using agreed MCEC process.
<b>Procurement</b>	Ensure receipting process for goods deliveries meets procurement processes
<b>Production Coordinator</b>	Assist the Production Coordinator with large inventory/budget requirements for specific events within agreed timelines and budgets
<b>Training &amp; Development Officer</b>	Work with the Training & Development Officer to develop and maintain processes for the safe and effective transport and storage of MCEC or cross hired equipment

### *External Relationships*

<b>Equipment hire / production service companies</b>	Build and maintain strong relationships with external providers of cross hire equipment and production services, ensuring that delivery, pick up and labelling requirements are met.
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## KEY ACCOUNTABILITIES (WHAT)

### PEOPLE AND CULTURE

- Request additional labour as required for equipment preparation and return, using agreed MCEC process
- Supervise and instruct assigned labour resources to maximise efficient and accurate preparation of event equipment requirements
- Manage the development and maintenance of all documentation covering the use and servicing of equipment for event delivery, including any SDS documentation required
- Ensure the technical labour assigned on shift complies with all relevant OHS requirements, as well as ensuring that all equipment documentation produced by the team provides technical staff with the information required to use and operate the equipment safely
- Investigate and address any workplace incidents for team members while under supervision of logistics coordinator

### CUSTOMERS

- Ensure the smooth receipt, dispatch and storage of all event related equipment and infrastructure.
- Manage the development and implementation of storage and transport improvement projects, with a focus on safe and efficient delivery of equipment to technical staff
- Assist the Inventory Manager in conducting a research program to ensure that MCEC continues to maintain its reputation as a world leader in the provision of technology services for events.

### CORPORATE AND FINANCIAL HEALTH

- Ensure expenditure on consumable resources is managed within budget.

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- Optimise the use of MCEC equipment to ensure revenue is maximised through effective and efficient storage and transport systems
- Manage the allocated budget through tracking of the location of assets and cross hired equipment.
- Manage budgets related to assigned capital works projects
- Build and maintain strong relationships with external providers of cross hire equipment and production services, ensuring that delivery, pick up and labelling requirements are met
- Comply with procurement processes for expenditure using specialist suppliers of consumable and transport solutions
- Produce reporting on compliance with budget targets for capital expenditure, and with departmental KPIs e.g. on time delivery of equipment and equipment being provided as described
- Manage any other reporting related to equipment usage, location and compliance with correct storage requirements

## COMMUNITY

- Ensure all equipment purchased complies with MCEC environmental guidelines.
- Work with the Training & Development Officer to promote MCEC as an employer of choice within the AV industry
- Work with the industry bodies to promote best practice operations in the AV industry

## OCCUPATIONAL HEALTH & SAFETY

- Employees are required to comply with requirements of any relevant OH&S legislation and procedures developed by MCEC. A positive and proactive approach is also required by team members to assist in creating a safe working environment for all.
- Attend the monthly OHS Committee meeting.
- Other duties as reasonably required

## EXPERTISE - QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

### QUALIFICATIONS

#### Essential

- Construction card
- Current Victorian driver's license
- EWP license

#### Desirable

- Possession of a relevant tertiary qualification

### KNOWLEDGE AND EXPERIENCE

#### Essential

- Extensive experience in the AV industry, with a focus on inventory or warehouse management
- Experience managing storage and delivery large equipment fleets

#### Desirable

- Experience with EBMS
- Experience with capital works projects
- Advanced Microsoft Office skills