

POSITION DESCRIPTION

Role Title:	Distribution & Logistics Manager		
Reports to:	Head of Supply Chain (interim reporting to National Inventory Support until Head of Supply Chain is appointed)		
Direct Reports:	Up to 4	Location:	Auckland Support Office

PURPOSE OF THE ROLE

To lead and manage Corys' day-to-day distribution, logistics and planning operations, ensuring the effective, timely and cost-efficient movement of product across the Corys network.

The role is responsible for the operational performance of distribution, third-party logistics, freight and transport activities, while leading the Supply Planner and Demand Planner - Infrastructure to deliver effective forecasting, replenishment and supply planning outcomes.

Working closely internal stakeholders, suppliers and logistics partners, the role will ensure operational issues are resolved, service levels are maintained and opportunities to improve distribution efficiency, product availability and customer outcomes are identified and implemented.

KEY TASKS	DELIVERABLES
Distribution & Logistics Management	• Manage day-to-day distribution and logistics operations across the network. • Ensure the effective and timely movement of product through distribution partners and branches. • Resolve escalated operational issues and identify opportunities to improve service, efficiency and cost. • Provide support for projects ensuring best practice in distribution and logistics operations within Corys.
3PL Management	• Manage the operational relationship with the third-party logistics and distribution providers. • Monitor agreed service levels, receiving, storage, picking, dispatch and delivery performance and costs. • Address recurring issues and ensure agreed improvement actions are completed. • Monitor and manage stock accuracy with monthly reconciliation.
Freight, Transport and Courier Management	• Manage operational relationships with freight, transport, courier and freight forwarding providers. • Monitor service performance, service levels and costs. • Resolve escalated freight, transport and delivery issues. • Identify opportunities to improve freight efficiency, service and cost effectiveness.
Supply and Demand Planning	• Provide leadership and oversight of supply and demand planning activities in coordination with Channel Managers. • Ensure forecasting and replenishment support appropriate product availability including promotions. • Review backorders, supply constraints, demand changes and planning exceptions.

Supplier and Stakeholder Management	• Build effective relationships with suppliers, branches and internal stakeholders. • Coordinate action where supply or distribution issues impact stock availability. • Support initiatives to reduce unnecessary stock transfers, handling and freight costs.
Inventory & Stock Flow	• Work with National Inventory Support to support effective inventory positioning and stock movement. • Coordinate action where supply or distribution issues impact stock availability. • Support initiatives to reduce unnecessary stock transfers, handling and freight costs.
Team Management	• Lead, support and develop the team by setting clear priorities, objectives and performance expectations. • Ensure effective coordination, cross training and operational cover across the team.
Performance & Reporting	• Monitor key distribution, logistics and planning performance measures. • Provide visibility of service issues, supply risks, backorders, freight performance and improvement priorities. • Use data and trends to support operational decision-making and corrective action. • Identify and implement improvements across distribution, logistics and planning processes. • Support improvements to systems such as Business Central and ensure key processes / changes are documented.
Supply Chain Operational Support	• Implement agreed supply chain, distribution and logistics priorities. • Provide operational input and suggestions to support decisions, projects, system changes and operational improvements.
Health and Safety	• A safe and healthy working environment is maintained; Safety Starts with Me • Actively participate in safety initiatives • Ensure Health and Safety standards, policies and procedures are fully understood by self and direct reports • Investigate all reported accidents, incidents and near misses as required.

KEY RELATIONSHIPS

Internal

- CEO
- Senior Operational Leadership Team
- Finance Team
- Other functional support teams

External

- Suppliers of products and services
- Advisors
- Best practice SC network groups
- Other Stakeholders

PERSON SPECIFICATION

BEHAVIOURAL COMPETENCIES

Influences Others

Builds effective relationships and influences stakeholders to achieve practical and commercially sound supply chain outcomes.

Initiates Action	Takes prompt action to resolve issues and achieve objectives. Demonstrates initiative and proactively identifies opportunities for improvement.
Managing the Job	Effectively manages multiple priorities, operational issues and stakeholder requirements to ensure agreed outcomes are delivered.
Builds Trust	Interacts with others in a way that builds confidence, credibility and effective working relationships.
Contributes to Team Success	Works collaboratively across functions and actively contributes to shared business outcomes.
Problem Solving	Identifies the root cause of operational issues and develops practical and sustainable solutions.
Continuous Improvement	Looks for opportunities to improve processes, service, efficiency and cost effectiveness.
Commercial Awareness	Understands the operational and financial impact of supply chain decisions and balances service, cost and business requirements.

KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED

Knowledge, Experience and Skills

- Relevant experience in logistics, distribution or a similar operational environment.
- Experience managing freight, transport, distribution or third-party logistics providers.
- Experience leading or supervising team within supply chain, planning, inventory or logistics.
- Good understanding of supply chain, inventory, logistics and distribution principles.
- Demonstrated experience resolving complex operational issues across multiple stakeholders.
- Experience in supplier or service provider relationship management.
- Experience monitoring operational performance and using data to identify issues and improvement opportunities.
- Experience supporting or implementing continuous improvement initiatives.
- Experience with Business Central (M365), Slim4 or similar systems would be advantageous but is not essential.
- Intermediate to advanced proficiency in Microsoft Excel and Microsoft Office.
- Strong relationship-building and communication skills with the ability to work effectively across all levels of the organisation.
- Strong organisational skills with the ability to manage multiple priorities and competing operational demands.
- Commercially minded with a practical and solutions-focused approach.

Qualifications

- Relevant qualification in Supply Chain Management, Logistics, Business, Operations or a similar field is desirable.

OCCUPATIONAL HEALTH & SAFETY

PHYSICAL CONSIDERATION

Corys Electrical is committed to ensuring that employees' health and safety is not compromised either by the work environment or by work process and procedures.

The company makes every effort to –

- Provide a safe and healthy work environment; and
- Reduce the risk to employees arising from identified hazards.

The company takes all reasonable steps to ensure that individuals are not appointed to positions which will endanger their health. It also ensures that all significant hazards associated with positions are identified.

As part of its occupational health and safety practices, the company may require a prospective employee to complete a health questionnaire prior to any offer of employment, in order to ensure that potential risks to employees are identified.

POTENTIAL HAZARDS

ACTIVITY	HAZARD
Computing	• Use of computer monitor • Occupational overuse syndrome
Transport/distribution operations	• Moving vehicles • Use of fork hoists
Driving	• Traffic • Road conditions • Fatigue • Cell phone use
Warehousing	• Stacked product/obstacles • Manual handling and lifting • Spillages and slippery surfaces • Chemicals