

Position Description



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| Position Title | <i>Removalist</i> |
| Reporting To | <i>Business Directors</i> |
| Direct Reports | <i>Adam and Donielle Luttrell</i> |
| Location | <i>44 Gormanston Rd, Moonah (warehouse) however will be required to work in various locations in accordance with Employment Agreement.</i> |
| Employment Type | <i>Casual</i> |

Position Purpose

Be an integral part of the team through the delivery and installation of a range of furniture and accessories in styling projects (and general duties on site at an installation that may also include measuring and hanging artwork, packing away excess stock and vacuuming). At completion of rental, pack down accessories, pallet wrap sofas and chairs, knock down beds and package artwork for safe return to the warehouse.

Key Selection Criteria

- 1 year minimum removalist experience
- MR truck licence (manual)
- Physically fit and healthy and able to lift without physical limitation
- Highly motivated and can adapt to change quickly
- Ability to work in a fast paced environment and receive instructions on the go
- Have a positive can do attitude
- Sound verbal and written communication skills
- Maintain a professional appearance at all times
- Strong organisational and time management skills
- Ability to use initiative and problem solve
- Demonstrated literacy, numeracy, accuracy and attention to detail
- Ability to work in a team environment
- Deliver excellent customer service under sometimes stressful situations

Duties and Responsibilities

Role specific

- Safely load and unload accessories and furniture to and from jobs sites and warehouse (removalist)

- Identify risks during installation and uninstall, follow procedure and ensure the protection of all floors, walls and fittings within the property
- Installation and pack down of accessories and furniture at jobs sites and warehouse
- Safe and secure packing of truck and van to deliver or return inventory
- Return to warehouse to collect additional items for installations as instructed
- Identification of linen and furniture requiring laundering/repair/replacement on pack down
- Management of keys including their safe storage and sign out
- Adhere to safe driving policies in all company vehicles

Workplace and OHS specific

- Immediately report any hazards (real or potential) to Management, and if safe to do so, remove the hazard
- Comply with all lawful and reasonable directions provided by Shift Property Styling
- Do not engage in any unlawful conduct in the course of your employment, while on work premises or when using any Shift Property Styling resources
- Treat all stakeholders of Shift Property Styling with courtesy and respect at all times
- Comply with all Shift Property Styling policies and procedures as amended from time to time
- Proactively maintain a safe and clean work environment

NOTE: You may be required to assume other tasks or perform other duties from time to time in addition to those outlined above. Such request will be lawful and reasonable, and within your level of competency and training.

Performance Measures

Customer Service

- Builds and maintains positive relationships with customers/agents/suppliers
- Shows initiative in completing projects on time

Business Processes

- Completes all required tasks in an efficient manner
- Follows all administration procedures
- Maintains a high quality and standard of work
- All paperwork completed is accurate and free from errors
- Professional presentation at all times
- Punctual and communicates effectively with Management

Teamwork

- Maintains a respectful and courteous attitude towards team members
- Shares new found knowledge with the team
- Willingly assists across roles if needed (if within skill set)
- Maintains a positive and approachable attitude
- Takes direction from stylists as required during installations

Safety Compliance

- Maintains work area in a safe, neat and tidy condition
- Follows and complies with all Company OHS policies and procedures
- Reports any hazards or incidents (real or potential) to Management immediately

By signing below I acknowledge I have received and read a copy of my position description, and I understand the requirements of the position. If I am unsure of anything outlined above, I will contact my direct Manager for clarification.

Employee Name: _____ Date Signed: _____