

Industry Based Learning Program

Job Description



Job Title	IBL Supply Chain Logistic Associate	Dept	Logistics
Line Manager Job Title	Site Scheduler	Location	Boronia

Key Responsibilities (10 bullet points maximum)

Describe the key deliverables to be achieved by the IBL and the ongoing responsibilities of the role

The Logistic team manages the supply chain activities for all products supplied from the factory, with a focus on making sure customer requirements are always met (completing orders).

- Support the O2C (order to cash) process on site in line with global planning standards ensuring customer service standards are met/exceeded
- Manage the material flow inbound and outbound in line with lean methodologies
- Provide periodic static data extraction and validation for integrity and consistency, ensure data updated in relevant supply chain systems; provides KPI measures around data integrity and accuracy
- Work with Supply Planning and Quality executing inventory allocations and communication of inventory availability dates within channels
- Communication and co-ordination of material orders with suppliers, both written & verbally
- Responsible for processing of invoicing from assigned suppliers
- Production Scheduling and Material Scheduling of Value Stream Lines
- Support Return to Vendor and Reverse Logistics process
- Inventory extraction, analysis & reporting of materials used for Scheduling & Logistic overall
- Involvement in GPS activities (5S, Standard work, Kaizens etc.)

Unique selling points of the IBL role

To support the world class global manufacturing site at Boronia, by coordinating appropriate planning and logistics processes and managing inventory to meet the business' customer service levels.

Required Skills

Describe the key skills and level of proficiency required for this IBL role (please see listed suggestions)

- You must be in your penultimate/ultimate year of a Bachelor's Degree Business or Supply
- Ability to work autonomously and as part of a team and demonstrate your strong interpersonal skills
- Strong passion and interest in the placement field
- Excellent written and oral communication skills
- Initiative and an eagerness to learn
- Customer focus
- High attention to detail, rigor and process
- Excellent project management, in order to manage and prioritise multiple ongoing projects
- Demonstrated ability and desire to learn
- Teamwork, ability to build and maintain relationships
- Ability to quickly build strong internal & external networks and maintain relationship
- Support change and innovation
- Strategic thinking and problem-solving skills
- Sound judgment and decision-making skills
- Time management Skills

Values	Expectations
Patient focus	Courage: Decisive, Ambition, Speaking Up, Pace
Transparency	Accountability: Results, Clarity, Prioritisation, Ownership
Respect	Development: Skills, Learning, Adaptable, Curiosity
Integrity	Teamwork: Aligned, Connected, Inspiring, Inclusive