

Job Advertisement – Distribution Centre Supervisor

- 0.8 FTE – 32 hours per week.
- Takanini location – work within your local community
- Contribute to our sustainability effort and give pre-loved items a new lease of life!

Te Mahi/The Role...

This is a rare vacancy as our current employee has been in this role for almost 10 years! She has decided to move on to her next challenge, and so we are now looking for someone to join us in our Distribution Centre in Takanini.

Our stock is pre-loved goods - “Just the Good Stuff” - donated by the community, for the community. This role is ideal for the environmentally-conscious who has a desire to move away from the world of throwaway consumerism, and into a more sustainable direction.

Some responsibilities you can expect (not limited to):

- Take ownership of the performance of the TH Distribution Centre (“D/C”), manage incoming stock, ensure timely processing
- Contribute to revenue growth by working in partnership with both the Retail Managers, to understand the customer preferences of each of our 6 stores and with the TH Drivers, to coordinate donation pickups and ensure efficient distribution of stock to stores
- Oversee a team of both paid staff and volunteers; maintain good relationships, delegate tasks, ensure operational success within the D/C and work collaboratively to ensure successful D/C operations
- Manage relationships with donors and supporters in the local community; ensure that every person that plays a part in ‘Making Hospice Happen’ feels appreciated for their efforts

Te Tangata/The Person...

We want to see you display a positive and proactive attitude to your work We would also like to see:

- Previous experience working within the retail/warehousing sector
- Exceptional communication skills – You must be confident managing and maintaining relationships with a variety of stakeholders including staff, volunteers, customers and donors
- Display a leadership style that reflects the collaborative working culture of Tōtara Hospice
- An empathetic and tailored approach towards the diverse range of customers you will interact with and
- A real passion to be part of what we do here at Tōtara Hospice and the community we serve
- Full New Zealand working rights

Why should you join Tōtara Hospice?

- There is no ‘I’ in ‘Team’ here. We work collaboratively across all departments to achieve the same goal - *provide leading edge palliative care services to patients and whānau within the South and Southeast Auckland community*. Our Retail team works closely with one another to ensure each store has the resources to perform at its best. You will be supported by both the Retail Operations Manager and Locality Manager to achieve your best.
- We are a member of **Diversity Works NZ**. We value diversity and inclusion and are committed to providing equal employment opportunities to those of all backgrounds and identities. We are also a proud supporter of the **Silver Rainbow** programme, ensuring the needs of the rainbow community in our sector are understood and met

If you are someone who sees the beauty in pre-loved goods, has a passion for Making Hospice Happen and can bring a new and exciting energy to this role, click the 'Apply' button now to submit your CV and Cover Letter.

If you should have any questions prior to your application, please contact Tara at hr.team@hospice.co.nz

Tōtara Hospice as an organisation does not conscientiously object to anyone accessing their rights under the End-of-Life Choices Act that passed into law on November 7th this year. Our focus will remain, as it always has been, on delivering to the needs of our patients and whānau. We will respect and support patients who choose this option.