



JOB DESCRIPTION

LOGISTICS ASSISTANT



SAVING SPECIES FROM EXTINCTION | WWW.DURRELL.ORG

DURRELL WILDLIFE CONSERVATION TRUST is a Registered Charity with the Jersey Charity Commissioner, registered charity number: 1
DURRELL WILDLIFE CONSERVATION TRUST - UK is registered in England and Wales. A charitable company limited by guarantee. **REGISTERED CHARITY NUMBER** 1121989
REGISTERED COMPANY NUMBER 6448493 **REGISTERED OFFICE** c/o Intertrust Corporate Services (UK) Limited, 35 Great St. Helen's, London EC3A 6AP

PATRON HRH The Princess Royal **FOUNDER** Gerald Durrell, OBE, LHD **HONORARY DIRECTOR** Lee Durrell, MBE, PhD **CHIEF EXECUTIVE OFFICER** Lesley Dickie, PhD

INTRODUCTION TO DURRELL

Durrell Wildlife Conservation Trust is an international charity working to save species from extinction. Headquartered in Jersey in the Channel Islands, Durrell focuses on the most threatened species in the most threatened places.

Established by author and conservationist, Gerald Durrell, in 1959, Durrell delivers its conservation mission through our three integrated core areas of operation:



**A centre of excellence
in animal husbandry,
research, training and
education**



**Training future
conservation practitioners
and monitoring and
evaluating conservation
science which underpins
all Durrell activities**



**Conservation action
where it is needed most**

With a track record of 60 years, Durrell leads some of the world's longest running and most successful species and habitat recovery programmes. The quality of our work is equally as important as how we deliver it. Our values, underpin how we approach our work and the work environment we create.

OUR VALUES

PURPOSEFUL

We are clear on why we do what we do, are connected as an organisation, we understand and demonstrate enabling / delivery, we are passionate about what we do and work tirelessly to achieve it.

ACCOUNTABLE

We are accountable for our actions; we act with integrity and always have the best interests of the Trust at heart. We take it upon ourselves to update our knowledge and deliver excellence, and our ethics are of the utmost importance.

SUPPORTIVE

We develop and encourage our staff, we work as a team, work well with other departments and trust and respect each other. We promote a learning culture, treat people fairly, encourage diversity in the workplace, and value the opinions and views of others.



JOB PURPOSE

To distribute materials according to daily requirements across the zoo site. To collect, receive, store, issue and record the traceability of all raw materials, fluids, equipment, spares, tools, PPE, consumables, and client provided materials on the site. Handle and store all materials and equipment in compliance with the requirements set out in datasheets, specifications or dictated by legislation e.g. Health & Safety.

LOGISTICS ASSISTANT

DEPARTMENT

Site Services

CONTRACT

Permanent, Full Time
(40 hours, 7.30 – 3.30)

REPORTS TO

Logistics Manager

LOCATION

Jersey



KEY RESPONSIBILITIES

- Issue materials for distribution as per the daily work list
- Use stores requisition system and keep records.
- Ensure full traceability of all stored materials/items.
- To cover department when senior storekeeper is away.
- Receipt of deliveries to site, including notification of deliveries to other departments.
- Day to day organisation of goods received.
- Monitor stock against agreed inventory levels and re-order as required.
- Participate in stock counts and reconciliation against ERP inventory.
- Respond to radio/telephone calls to the stores.
- Ensure stock items have appropriate codes.
- Daily vehicle checks and maintenance.
- Participate in safety tours, behavioural assessments, risk assessments, environmental impact assessments and audits on main stores activities and work areas.
- Ensure equipment safety certification is in date prior to issue of such equipment.
- COSHH datasheet (filing and updating).
- Participate in the zoos waste management plans.
- Participate in the management of the zoo composting area.
- Drive agricultural vehicles and heavy machinery.
- Deliver materials/equipment/items to work areas as required.
- Participate when needed in animal transports and other zoo activities as required.



KNOWLEDGE, SKILL AND ABILITY

- Full driving license
- IT skills (MS Excel essential, need to be completely comfortable with Web-based applications, Email essential).

Desirable

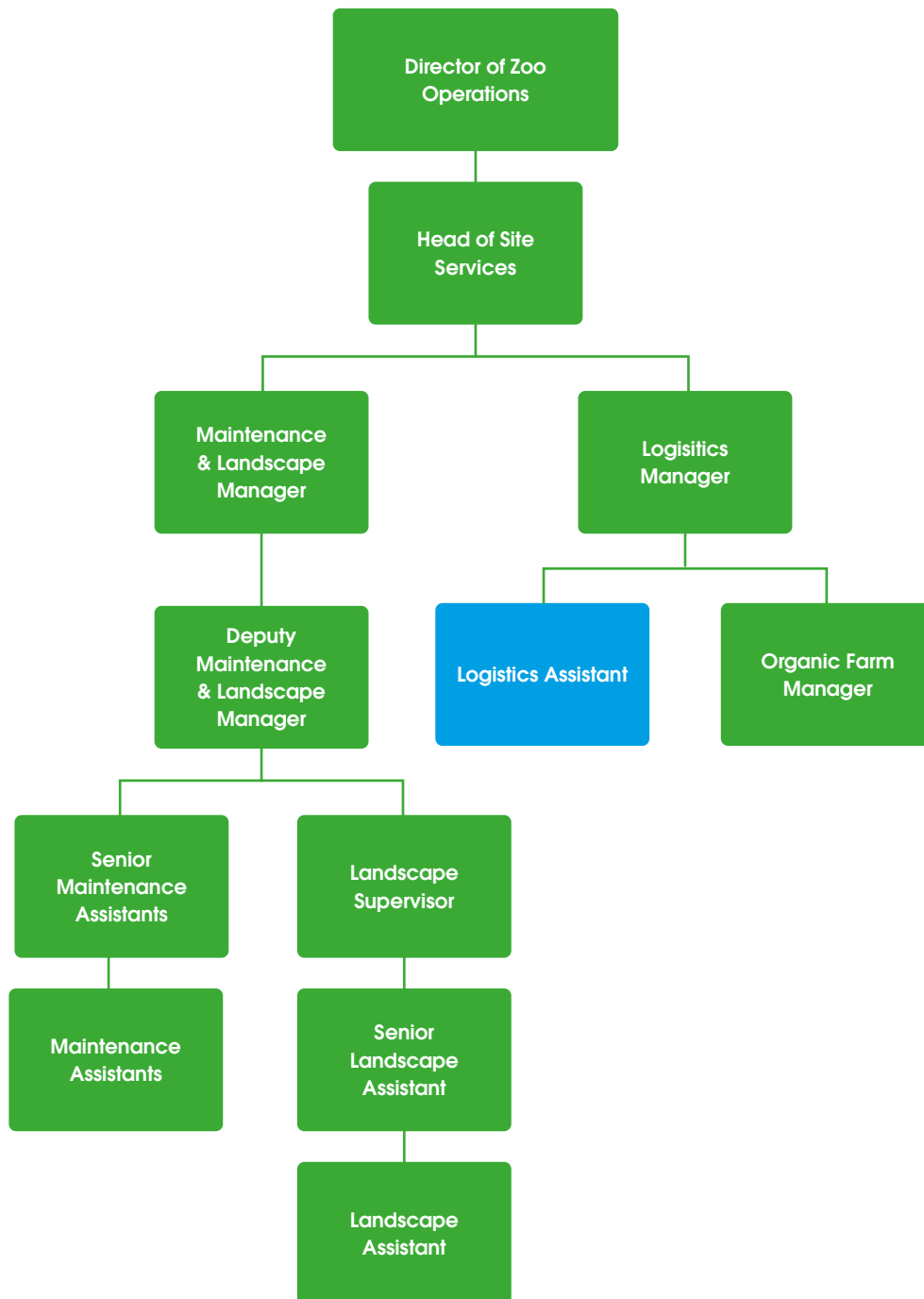
- Knowledge of stores management techniques and systems.
 - An ability to work in a logical and structured manner, keeping excellent records and a disciplined approach to data management and filing.
 - Knowledge of COSHH datasheet and hazardous materials handling.
 - Experience with agricultural or heavy machinery.
 - Ability to take the initiative.
 - Good communication skills.
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BEHAVIOURS AND VALUES

- Respectful of the opinions of others and willingness to collaborate.
- High level of integrity and professionalism.



TEAM ORGANOGRAM



OUR LOCATION



Durrell Wildlife Conservation Trust, Les Augres Manor,
La Profonde Rue, Trinity, Jersey, JE3 5BP