

CLIENT NAME

Address:
Email:

Mobile:

LOGISTICS MANAGER / SUPPLY CHAIN MANAGER / WAREHOUSE MANAGER / STOCKTAKE MANAGER / INVENTORY CONTROLLER / CONTRACT MANAGER / WHS MANAGER

- Supply chain management
- Logistic operations
- Contracting & procurement
- WHS & risk management
- Led teams of up to 20 staff
- Compliance, auditing & governance
- Training & administration
- Finance & budgeting
- Over 30 years' work experience

VALUES

- Teamwork
- Professionalism
- Lead by example
- Good governance

STRENGTHS

- Good communication skills
- Excellent organisational skills
- Broad logistics expertise
- Fast learner

INTERESTS

- Current affairs
- Tennis & football spectator
- Personal fitness
- Outdoor activities

PROFESSIONAL EXPERIENCE

Jan 09 – present

AUSTRALIAN ARMY

Logistics manager / Supply Chain Manager / Warehouse Manager / Stocktake Manager

- Joined Army's 7th Signals Regiment.
- Reported to the General Manager and held the rank of Warrant Officer Class One.
- Given the charter to overhaul logistics operations and fleet management in the face of a rapidly increasing operational tempo with global business commitments.
- Functional responsibilities encompassed operational logistics planning, policy development, contract management, human resources, compliance, corporate governance, logistics information systems, logistics operations, fleet management, supply chain management, warehousing, purchasing, procurement, finance and WHS.
- Led a multi-disciplinary team of logistics professionals, with oversight of all attendant human resources and performance management functions.
- Played a key role in managing audit programs, transport, catering, accommodation and other corporate support.
- Prepared forecasts, operating budgets, logistics plans and management reports for a range of large scale training activities and operations.
- Requisitioned assets in keeping with program budgets and maintained associated asset control and tracking systems.
- Oversaw the procurement of specialist equipment valued in the millions of dollars.
- Managed a stocktaking program across a multi-million fleet comprising all manner of equipment, from hand tools to large vehicles.
- Worked as part of the executive management team, advising the General Manager and Managing Director on logistics operations, business capability, operational readiness, strategic planning and human resources issues.
- Managed outsourced contracts for procurement of goods and services domestically and internationally, including holding a financial delegation.
- Maintained the entire fleet at a high state of readiness, ensuring large teams were capable of deploying anywhere around the globe at the drop of a hat.
- Oversaw the implementation of a logistics management and inventory tracking systems locally.
- Played a key role in the oversight of corporate governance requirements, including administering a program of logistics audits and inspections.

- Gained substantial exposure to the MIMS module of MILIS, including a range of online logistics management and accounting functions.
- Developed strategies to mitigate against accident and injury, including HSE functional plans, risk profiles and improvement action plans.

Jan 05 – Dec 08

DEFENCE MEDICAL SERVICES

Logistics manager / Fleet Manager / Inventory Controller / Stocktake Manager

- Joined a Defence medical team (2 HSB) servicing a regional clientele.
- Given the charter to oversee day to day warehousing and logistics support for deployable equipment and medical supplies.
- Reporting to the General Manager, functional responsibilities included logistics planning, warehousing service, inventory control, supply chain management, customer service, occupational health and safety, human resources, staff training and internal accounting.
- Led a diverse team of 20 staff during a busy work period.
- Managed the supply chain, including requisitioning, purchasing, clearance, haulage, storage, stock control and issuing systems.
- Assessed availability of warehouse space, prepared packing and storage plans, and ensured the adequate provision of all warehouse equipment, including load shifting equipment.
- Advised on physical security of warehouse premises and implemented measures to secure contents against loss and damage, including managing S2 to S5 pharmaceuticals.
- Supervised stock selection, packaging, distribution, destruction of surplus or damaged stock, and non-technical inspections.
- Managed receipts and returns of repairable items and provided input to improvements in shipping and receiving processes to enhance effectiveness and reduce cost.
- Made recommendations on write-offs, asset disposal and procurement of new items to maintain inventory levels.
- Catalogued items, managed stocktakes, generated inventory reports and oversaw purchasing programs.
- Conducted safety inspections, identified hazards, carried out risk assessments and implemented OHS programs in an extremely dangerous workplace.
- Deeply involved in forecasting resource needs and tracking resource consumption, including contributing to the development of the annual business plan.
- As a member of the senior management team, contributed to logistics planning for large scale operations and activities encompassing thousands of staff, hundreds of vehicles and tens of millions of dollars in resources.
- Worked with financial and resource management programs on a daily basis, gaining exposure to a wide variety of software such as PeopleSoft's PMKeys and MIMS.
- Implemented measures to protect against loss and damage of inventory.
- Represented the executive team at regional supply conferences, providing input to logistics planning for an organisation supporting dozens of major business units.
- Also ran the transport function for a time in the absence of the incumbent.

Jan 03 – Dec 04

DEFENCE OPERATIONS

Logistics Manager / Corporate Support manager

- Joined an artillery team (48 Fd Bty).
- As a Logistics Manager, performed the majority of functions previously mentioned.
- Set about revitalising the business through the preparation of a five-year business plan which determined logistics priorities, developed a budget and prepared bids to lobby for additional resources.

- Monitored operational readiness and implemented changes needed to ensure the business could meet likely commitments. Prepared resource estimates and managed training programs to ensure training and capability outcomes were adequately met.
- Wrote operational plans for various logistics activities, encompassing situational briefs, business objectives, implementation plans, administration, logistics support and reporting requirements.
- Developed vehicle fleet management routines, provided logistics assessments for emergency situations and conducted training workshops in all areas of logistics for all levels of staff.
- In the role of Corporate Support Manager, responsible for business planning, resource management, personnel administration, operational support, human resources, office management, records management, customer service, training, workplace safety, financial management and forecasting.
- Oversaw various human resource functions, including training, coaching, mentoring, performance appraisal, counselling, personnel administration, promotion and posting recommendations, remuneration issues, staff satisfaction and employee relations.
- Involved in everything from accident investigations to cultural change programs, authoring business plans, risk management, reviewing curriculum and overseeing office management.
- Oversaw all aspects of human resources management, including implementing training programs, supervising leadership development and managing performance appraisal schemes.
- Managed all office support and general administration processes, including oversight of procurement.
- Prepared forecasts, budgets and expenditure reports, oversaw financial reconciliations and conducted a range of internal audits to ensure compliance with company policies and relevant legislation.
- Deeply involved in forecasting resource needs, preparing resource estimates, tracking resource consumption and contributing to the development of the annual business plan.

OTHER APPOINTMENTS

Jan 01 – Dec 02

ARMY (HQ 9 Bde) – Logistics Manager / Supply Chain Advisor

Jan 99 – Dec 00

DEFENCE CORPORATE SUPPORT OFFICE – Contract Manager. Worked at Oakey and managed Q Store operations and Fuel farm services within the Garrison Support Contract. Functions responsibilities encompassed contractual aspect negotiations, contract change proposals, resolving breaches of contract, stakeholder liaison, performance reporting, compliance, governance, and purchasing. Oversaw contract management functions, reviewing all contracts, confirming finance and guarantees, auditing insurance coverage and monitoring contract performance. Worked closely with contractors to educate them on Defence requirements and provide assistance in sourcing materials and identifying procurement channels. Resolved contractual disputes, including making recommendations on rights, remedies and mediation. Authored and presented contract performance reports and issued breach of contract documentation. Worked in keeping with equity, diversity, workplace safety, and fraud management policies.

WORK COMPETENCIES

Leadership

Throughout my career I have been privileged to exercise leadership of multi-skilled teams across a range of business functions. My role as leader encompassed responsibility for the performance, development and administration of diverse teams, and involved working under pressure to meet deadlines in challenging circumstances. My current position is a senior appointment for which I am regularly required to make independent assessments and decisions.

Commercial Acumen

Management experience gained across a range of Defence businesses has allowed me to develop strong all-round leadership, strategy and execution skills. The development of my general business skills has been refined in busy work environments where it was necessary to adapt readily to changes in technology. I have been directly responsible for communicating the business plan to the team, developing strategies for achieving business goals and monitoring results against key performance indicators to ensure plans were being achieved.

Teamwork & Interpersonal

In all appointments, I have been required to act as both leader and team member. These experiences have deepened my awareness of group dynamics and methods of dealing with conflict. The ability to work both as a member of a team and autonomously is essential in an organisation with the many semi-independent and inter-dependent units that Defence has. I have worked in teams of varying size and have always enjoyed a good rapport with them, both at work and socially.

Communication Skills

As a manager with the Australian Defence Force, both my written and spoken communication skills are required to be of a very good standard. I have developed an ability to communicate effectively on a wide variety of topics. In addition, I have been trained in report writing and delivering presentations in many settings. I have also undertaken training in presentation skills, negotiation skills and listening skills for customer service.

Resource Management

My managerial experience in Defence has given me an excellent opportunity to develop skills in the area of Human Resource Management. I was trained and have experience in succession planning, career development, personnel administration, recruitment and selection. In addition to formal qualifications in resource management gained through numerous management and promotion courses, I have extensive practical experience in managing physical resources.

SKILLS, QUALIFICATIONS & EXPERIENCE

- Associate Diploma in Materiel Management
- Top Secret (Negative Vet 2) Security Clearance
- MILIS Inventory Controller District
- MILIS Accounts Payable
- MILIS Local Site Administration
- MILIS Stocktake Planner
- MILIS Unit Material Manager
- MILIS Reporting
- ROMAN ECC6 Goods Receipting, Procurement Overview
- NATP Alcohol Tester
- First Aid Training (Defence)
- Drivers Licence
- Safety Coordinators Course
- Hazardous Substances Safety Officer
- Emergency Management Fundamentals
- Army Capability Management System
- Military Risk Management
- Inspector General Trained Inquiry Officer
- Certificate in Advanced Driving Skills
- Basic Procurement
- Promotion course - planning, leadership, business management, staff writing
- Promotion course - training, interpersonal skills, communication skills
- Promotion course - resource management, OHS, risk management
- Promotion course - coaching, performance appraisal, counselling
- Working With Privacy, Equity and Diversity Awareness, Occupational Health and Safety Awareness
- Fraud and Ethics Awareness, Security Awareness
- Suicide Awareness and Prevention, Alcohol and Drug Awareness