

Position Description

Position Title:	Plant Operator
Reports to:	Compliance Manager
Direct Reports:	0
Full/Part time:	Permanent Full Time Position
Location:	Mount Maunganui
Key Relationships:	<ul style="list-style-type: none"> ▪ Abodo Manufacturing ▪ Abodo Operations ▪ Training Institute

Main Purpose (Summary)

As a **Plant Operator** at Abodo, you will play a key role in the efficient operation of our site by ensuring that production schedules are met, stock is accurately recorded, and all operations align with **Lean Manufacturing** and **5S principles**. This role requires a strong commitment to **Health & Safety**, teamwork, and continuous improvement.

What you will do (Key accountabilities and tasks)

On a day-to-day basis, the role will:

- Manage and optimise the inbound and outbound logistics processes to ensure smooth material flow
- Operate a forklift safely and efficiently to load and unload trucks while ensuring compliance with safety protocols.
- Ensure production schedules are followed, maintaining workflow efficiency and minimizing downtime.
- Perform quality control monitoring, including sampling, analysis, and accurate data recording to maintain product integrity.
- Maintain live stock records, ensuring accurate tracking of incoming and outgoing packets and inventory levels in Timber Smart
- Comply with all Health & Safety regulations, actively promoting a safety-first culture and following Abodo's policies and procedures.
- Implement and maintain 5S workplace organization principles, ensuring a clean, organized, and efficient work environment.
- Participate in Lean Manufacturing initiatives, identifying and contributing to continuous improvement opportunities.
- Ensure ethical and environmental practices are upheld, aligning with Abodo's sustainability values and strategy.
- Attend Toolbox talks, team meetings, and training, staying up to date with best practices and operational improvements.
- Assist with site safety and security, reporting hazards and taking proactive steps to maintain a safe work environment.
- Follow standard operating procedures (SOPs) to maintain consistency and quality across all processes.

What you will bring – (Technical and role related experience)

- Experience with Lean Manufacturing and 5S principles in a production environment.
- Prior exposure to timber processing or manufacturing industries.



- Strong problem-solving mindset, with a focus on efficiency and process improvement.
- Good workplace safety attitude is important
- Excellent communication skills
- Adaptable to working in a production environment
- Contribute a high level of collaboration skills to help build positive teamwork

What you will be valued for – (Core competencies)

These are skills and behaviours that are important for success in this role.

Customer Focus: Timely and accurate processing of transactions to support better customer experience.

Instils Trust: Follows through on commitments. Is seen as direct and truthful. Keeps confidences. Practices what he/she preaches. Shows consistency between words and actions.

Interpersonal Savvy: Relates comfortably with people across levels, functions, culture and geography. Acts with diplomacy and tact. Builds rapport in an open, friendly and accepting way. Builds constructive relationships with people both similar and different to self. Picks up on interpersonal and group dynamics

Plans and Aligns: Planning and prioritizing work to meet commitments aligned with organizational goals

Decision quality: Making good and timely decisions that keep the organization moving forward

What is important to us - (Our Values)

Our Values are about why and how we do things and how they form the foundation of our culture.

It Will Be OK

We don't take chances. We will ensure we are a reliable supplier of carefully crafted products and services

Customer Spotlight

Our entire team recognises the importance of customers. We manage their expectations to see them exceeded

Solid Bond

Like a perfectly formed finger joint we will work together to get a better result. We are a family and we treat each other with respect

Future Thinkers

We will actively seek to provide solutions to our customers problems and our own internal problems with a spirit of innovation

Walking the Talk

We don't just supply sustainable products. We will bring sustainability into the way we work and where we work

The duties contained in this Position Description may be modified and updated by the Employer from time-to-time following agreement with the Employee. This above information is intended to describe the general nature and level of work being performed and therefore does not imply that the duties/skills listed are the only duties/skills to be performed by the incumbent. From time to time, employees may be required to perform duties outside of their normal responsibilities as needed.

PD Created:	18/2/25	PD Last updated:
Manager: (Signature)	Tendai Masamba	Position Holder: (Signature)
Updated by:	27/02/2025	

