

Position Title	Logistics Assistant
Volunteer Unit	Logistics
Reports to	Logistics Team Leader
Position Type	Behind the Scenes
Dates Required	Orientation Briefing: Saturday 18 January 2020, 10.00am – 12.00pm
Times are TBC	Venue Pack In: Tuesday 21 January – Friday 24 January 2020
closer to the date	Venue Pack Out: Monday 27 – Wednesday 29 January 2020

HSBC New Zealand Sevens 2020

The 2020 HSBC New Zealand Sevens will be hosted at FMG Stadium Waikato during Auckland Anniversary weekend (25th – 26th January) and features a new exciting tournament format with 16 Men’s and 12 Women’s teams.

Primary Purpose

The Logistics team are responsible for ensuring the efficient and accurate delivery and setup of all supply requirements at FMG Stadium Waikato.

Key Tasks

- Movement of stores to FMG Stadium Waikato prior to the Tournament
- Packing of stores in to the Stadium prior to and during Tournament weekend
- Stock control during the pack in of the Stadium and during Tournament weekend
- Stocktaking of stores at the completion of pack in to the Stadium
- Assisting with the removal of stores from the Stadium at the completion of the Tournament

Health and Safety

- Takes personal responsibility for keeping self free from harm
- Follows safe working procedures
- Reports incidents promptly
- Reports hazards promptly and suggests appropriate remedies
- Knows what to do in the event of an emergency
- Co-operates in implementing rehabilitation plan

Key Relationships

Internal

- Logistics Team Leader
- Logistics team members
- Supply and Logistics Manager
- Other volunteers
- Tournament Management

External

- Stadium staff and security
- Suppliers and contractors
- Novotel Hotel

Person Specification

Experience

- Logistics experience
- Good understanding of how a Sevens Tournament is run

Skills

- Communication and organisation skills
- Attention to detail
- Problem solving and adaptability
- Time management skills
- Ability to work as a part of a team



HAMILTON
25 – 26 JAN 2020
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Competencies and Attributes

- A structured, organised and proactive “can do” approach
- Positive and enthusiastic
- Strong problem solving skills
- Demonstrates commitment to the organisation and overall tournament.
- Able to build successful working relationships at all levels of an organisation
- Able to work to and meet deadlines and able to reprioritise as necessary
- A willingness to take ownership and be held accountable
- Able to self-manage
- Able to work with a diverse management team
- Able to communicate with all levels of an organisation