

PROUDLY LOCAL HELPING LOCALS

GOODS INWARDS ASSISTANT – WHITSUNDAY

Casual (approx. 25 hours per week)

Purpose of the Position:

To organise and maintain the quality, accuracy and timeliness of the Branch's stock inwards movements and ensure a smooth and efficient inbound logistic process to reduce total lead time and costs from receipt to internal customer stocking point.

Duties & Responsibilities Include:

- Check goods inward as per quality system procedure including computer stock.
- Manage the receipting, packaging and storage, dispatch of customer orders, branch transfers, credit claims
- Assist with actioning/follow up on faulty goods with suppliers.
- Assist in maintaining warehouse stock levels.
- Operate forklift where authorised in accordance with licensing and company safety requirements.
- Transfers from stores to be checked thoroughly and if there are any discrepancies they are to be investigated immediately.
- Assist the Team Leader Goods Inwards in coordinating with purchasing and Head Office, and provide feedback as required to reduce handling and processing effort.
- Assist the Team Leader Goods Inwards in reducing outbound freight costs as required by effective co-ordination and consolidation.
- Adjust availability in accordance with ad hoc work requirements, on an as needs basis.

Skills Required Include:

- Current Forklift Licence essential
- Demonstrated goods inwards experience specifically in a trade warehouse environment. It is preferable that you also possess building supplies technical/product knowledge.
- Strong customer service focus
- Strong initiative, attention to detail and the ability to prioritise tasks in order to maximise efficiencies
- Flexibility and willingness to support and carry out other reasonable functions and responsibilities to support the role and Branch.

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