

Transport Coordinator (Plastics Div) Laverton North

Redox • Laverton North VIC 3026



Base pay
\$49,000 - \$59,000



Work type
Full Time



Contract type
Permanent

Perks

TRAINING

Skills

MICROSOFT OFFICE

DIVERSE TEAM

GENERAL ADMINISTRATIVE DUTIES

OFFICE SUPPORT

Full job description

About us:

Redox are amongst the largest chemical and ingredients distributors in the world. With more than 350 staff and sales in excess of \$700 million FY19/20

We scour the globe bringing the best quality materials to our customers in industries including food processing, agriculture, water treatment, mining and many more.

The Role:

This is a fantastic opportunity for a bright, flexible Transport Coordinator to join our team of energised employees, you will be working in a dynamic environment.

You will need to have a good knowledge of the road freight industry and have a customer service focus. Exposure to the plastics / rubber industry would be looked upon favourably

The Position :

Job details



Date posted
31 May 2021



Expired On
22 Jul 2021



Category
Admin & Office Support



Occupation
Administration Assistants



Base pay
\$49,000 - \$59,000



Contract type
Permanent



Work type
Full Time



Job mode
Standard/Business hours



Work Authorisation
AUSTRALIAN CITIZEN /
PERMANENT RESIDENT

- General Administrative duties
- Customer service
- Data entry
- Organising & writing consignment notes
- Arranging local deliveries and run sheets
- Tracking and uploading proof of deliveries
- Releasing forward orders
- Assisting Sales representatives and other staff with queries
- Relief in nominating shipments.
- Relief in responding to sales/marketing queries and requests.
- General filing duties for the Logistics department
- Monday to Friday 8am – 4pm

The Person:

The ideal candidate must display exceptional verbal and written skills, excellent time management and be computer literate in the Microsoft suite.

- You will have previously worked in a Customer Service or office support role, with experience in liaising with a variety of people – including customers, transport/shipping companies and across teams/functions.
- Exceptional time management ability.
- Good verbal and written communication skills.
- Computer literacy, including familiarity with Microsoft Office programs.
- Flexibility and the ability to think on your feet.
- Australian citizenship or Permanent Resident status.

In return for the above skills and attributes and your “can do nature” you will be rewarded with a range of benefits including:

- Weekly pay
- A friendly and cheerful working environment
- On the job training from a supportive and collaborative team.

Additional Information

If you believe you’re the right fit for this role, please complete the application form on our website; <https://redox.com/careers>

We perform full Criminal History Check for all candidates who are in the later stages of the selection process.

Redox is an equal opportunity employer which enjoys the benefit of a diverse team.

NO AGENCIES