

## Warehouse Administration Clerk

Staff Australia • Heatherton VIC 3202



Base pay

\$60,000 - \$65,000



Work type

Full Time



Contract type

Permanent

### Skills

MICROSOFT OUTLOOK

MICROSOFT WORD

TELEPHONE

WRITTEN AND VERBAL

### Full job description

Our Heatherton based client is a 3PL company in the warehouse and transport industry is currently seeing an Administration Officer.

This position is permanent, offering **great pay rates (\$60,000 - \$65,000 + per annum)**. We currently have these positions vacant commencing ASAP for the right candidates.

#### Job Purpose:

They will be responsible for maintaining and managing an efficient flow of work, phone calls and customer queries and that excellent lines of communications are maintained.

Ensuring the functional areas of corporate administration and management services, such as finance, office administration, systems, and procedures, internal

communications, property, and all insurances operate efficiently to provide effective support to the company.

#### Your duties will include but are not limited to:

- General Administration (Warehousing and Transport)
  - Filing records
  - Data Entry

### Job details



Date posted

**18 Jun 2021**



Expired On

**17 Jul 2021**



Category

**Admin & Office Support**



Occupation

**Administration Assistants**



Base pay

**\$60,000 - \$65,000**



Contract type

**Permanent**



Work type

**Full Time**



Job mode

**Standard/Business hours**



Work Authorisation

**AUSTRALIAN CITIZEN / PERMANENT RESIDENT**

- Customer specific reports
- Preparing and updating internal reports / KPI's
- Assisting in other administration duties as directed
- Data entry on FMS/WMS and preparation on operational reports and Key Performance Indicators.
- Customer Service
  - Ensuring incoming telephone calls and emails are answered quickly.
  - Take incoming bookings.
  - Ensure optimum service levels are always maintained.
  - Assist with stocktakes, small item picking, and other warehouse duties as directed by the warehouse manager.

**General Responsibilities:**

- Comply with the company's policies including - safe working practices, occupational health, and safety.
- Comply with Equal Employment Opportunities workplace requirements / policy.
- Participate in and actively support service quality and workplace improvement activities.
- Employees must not misuse or disclose any information or records concerning the organization, staff, and customers, acquired during their association with the company.

**Required Skills and Capabilities:**

- A good understanding of Business procedures.
- Sound time management skills.
- Reliability and good follow-up skills.
- Familiarity with PC skills and spread sheeting.
- Strong analytical skills
- Polite friendly telephone manner.
- Ability and desire to maintain the standards and disciplines of the company.
- Sound literacy and numeracy skills
- Strong written and verbal communication skills

**Qualifications and Experience Required:**

- MS Word (Inter.); Power Point (Basic), Outlook

If you believe you have the experience and/or qualifications, then please APPLY NOW.

**If you have any questions, please call Staff Australia on 9239 7700.**