




Despatch Operations Clerk

Concept Recruitment Specialists • Campbelltown NSW 2560

 Base pay
\$0 - \$0

 Work type
Part Time

 Contract type
Contract

Perks

TRAINING

Skills

MICROSOFT EXCEL

MICROSOFT OUTLOOK

Full job description

A Nationally Recognised Company are searching for an experienced Despatch Operations Clerk. Ingleburn. Career Growth opportunity.

- Long-term temporary assignment with possibility of perm
- Ingleburn location
- Global Supply Chain & Logistics organisation
- **Monday to Friday**
- **5.30am till 1.30pm**

The Position:

- Liaising with Operations staff and Truck drivers
- Processing of outbound vehicles
- Engagement with both internal and external stakeholders
- Processing of Chep Dockets for each load
- Data Entry

Requirements:

- 2+ years' in a customer service / admin role
- Accuracy and high attention to detail
- Excellent written and verbal communication skills
- Intermediate MS Excel and Outlook skills
- Ability to work within a faced paced working environment


Job details

 Date posted
03 Jun 2021

 Expired On
02 Jul 2021

 Category
Admin & Office Support

 Occupation
Administration Assistants

 Base pay
\$0 - \$0

 Contract type
Contract

 Work type
Part Time

 Job mode
Standard/Business hours

Work Authorisation
 **AUSTRALIAN CITIZEN / PERMANENT RESIDENT**

The Benefits:

- Monday- Friday, 5.30am till 1.30pm
- On-going temporary assignment
- Great team culture and training

HOW TO APPLY

Please apply online to register your interest. If you require more information outside of this advertisement, you can contact Holly-leigh Prophet on holly@conceptrs.com.au for a confidential discussion. Please be aware only shortlisted candidates will be contacted.

Concept Recruitment Specialists strive to be a diverse and inclusive workplace for all people. We welcome and encourage applications from all ages and genders, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse groups, the LGBTIQ+ community, veterans, refugees and those with a disability.