

# Job Brief

## Storesperson

Where - Albury Area NSW

Category – Warehousing, Storage & Distribution (Manufacturing, Transport & Logistics)

Part time 16hrs/week, \$30-\$35/hr

Commencing ASAP

### About Us

We are a top to bottom electrical service provider, delivering solutions from the power pole to the power point. Our capabilities span the entire electrical lifecycle, including design, installation, maintenance, generation systems, and renewable energy projects.

As part of our service delivery team in Albury, NSW, the successful candidate will play an important role in supporting the delivery of high quality electrical and engineering services to our clients.

We are seeking a motivated professional who is committed to excellence in their trade and continuous improvement, with a genuine desire to be part of a team striving to be the best in the industry.

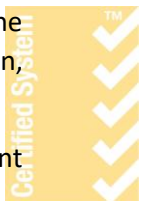
By building and maintaining strong relationships with our customers, we remain focused on delivering practical solutions, honouring our commitments, and consistently doing the right thing for the customer.

### We

- Are energetic and flexible.
- Have a strong presence in South East Australia and conduct functions from a head office in Albury (NSW).
- Maintain excellent relationships with clients.
- Support a team of experts, the best in the business.

### You

- Are a self starter.
- Are a high performing individual.
- Want to make a difference in this work & can stay focussed on the bigger picture.
- Want to work with the best.
- Want a career not a job.



## Typical Works to Complete

- Monitor and control the flow of goods into and out of warehouse.
- Check goods on arrival and before dispatch, ensuring they have the right products, in the correct quantity and that there is no damage.
- Use a forklift or lifting equipment to assist in loading and unloading trucks and moving goods around the warehouse for storage.
- Record when goods arrived and their exact location in the warehouse.
- Filling picking tickets in preparation for projects or freight.
- Preparing delivery dockets and supplier credits.
- Receipting inbound stock in a stock management system.
- Undertaking stocktake and process the results in the stock management system.
- Arranging freight and attaching consignment notifications.
- Updating the stores processes.
- Keeping records of purchase orders per job and updating the project manager and/or operations manager on the status of goods supply.

## Qualifications & Experience Preferred

- Drivers license.
- Fork lift license.
- High school certificate.
- Experience working in teams.

## Employer Questions

Your application will include answers to the following questions.

- 1) Can you describe your experience with managing inventory systems? Which software or tools have you used, and how have they helped you maintain accuracy?
- 2) What are your working rights in Australia?
- 3) Do you have any prior experience or knowledge related to electrical work or parts?
- 4) How do you ensure the accuracy of stock records when receiving, storing, and dispatching goods?