

VACANCY

Warehouse & Administration – Townsville QLD

We are currently seeking an enthusiastic individual to perform both warehouse and administrative functions. Located in our Townsville facility and reporting to the Depot Manager, this fulltime position will see you working Monday-Friday.

Working in a team environment, the primary duties for this role will be administration, freight management and assisting with the warehouse to ensure the overall smooth running of the departments.

The successful applicant will engage in a number of activities including:

- Data entry and use of Accellos software
- Freight management
- Product reconciliation
- Cold storage
- General administration duties

To be successful for this role you will need to possess:

- A good understanding of warehouse operations
- Accurate data entry skills
- Ability to multi-task and prioritise work loads
- Problem solving skills
- Excellent verbal and written communication skills
- High attention to detail

Expressions of interest can be forwarded to Casey Curran: CCuran@ahg.com.au

