



REFRIGERATED LOGISTICS

VACANCY

Cold Store Administrator Prestons NSW

We are currently seeking an enthusiastic and results driven Cold Store Administrator located at the Prestons facility to assist with our operations. Reporting to the National Warehouse Asset Manager, this full-time position will see you working Monday-Friday commencing 7:30am.

The successful candidate will work as part of our team in our temperature controlled facility, engaging in a number of activities including providing accurate and efficient administrative support of all warehousing tasks and consumable functions.

The successful applicant will embrace the opportunity to be accountable for the following:

- Working closely with the Allocators, Transit and Picking teams
- Maintaining and updating databases in a timely and accurate manner
- Using internal data base systems of Microsoft Office to manage and control cold storage data
- Sort, file and process all documentation relating to cold storage
- Liaising with stakeholders to resolve issues and maintain relationships as required
- General administrative tasks to assist operations

In this role you will need to have:

- Demonstrated 2 years minimum experience as a professional, efficient administrator preferably in a warehousing or transport environment
- In depth knowledge and proficiency with CAPcargo with the opportunity to learn Excellos
- Customer solution focused approach and ambition with a drive to exceed expectations
- Good knowledge of our transport, warehouse and distribution operation and their interaction
- Proficient in the use of Microsoft Office
- A self-starter attitude and able to exercise initiative
- The ability to work as part of our small team

Applications can be forwarded to Colin Stark (Colin.Stark@ahgrl.com.au) by Monday 13 May 2019.



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Scott's Refrigerated Freightways Pty. Ltd.
ABN 41 162 034 326



J.A.T Refrigerated Road Services Pty. Ltd.
ABN 18 148 136 270



Rand Transport (1986) Pty. Ltd.
ABN 72 730 876 913