



REFRIGERATED LOGISTICS

Administration Supervisor

Cairns, North Queensland

AHG Refrigerated Logistics (AHG RL) represents Australia's only truly national temperature controlled supply chain network as a result of bringing together; Scott's, Rand, Harris and JAT to form one single business. With more than 60 years' combined experience, AHG RL are leaders in refrigerated logistics, providing temperature controlled delivery and warehousing services to clients across Australia.

This role will see the successful candidate working as part of our Administration and customer service team, engaging in a number of activities including staff management, daily reporting, cost reporting, customer service, debriefing, as well as a variety of administrative tasks associated with the activities listed.

The key functions of this role will include:

- Staff Management in North Queensland Admin and Customer Service teams (6 + employees)
- Role will require occasional Travel e.g. Tully/Innisfail/Townsville/Mackay
- Daily Reporting using Microsoft Excel
- Cost Reporting (Ensuring Data Integrity in all systems) – manifests, customer pricing, driver costs.
- Customer Invoicing
- Answering both internal and external credit queries for major accounts
- Debriefing, POD & Pallet Control Reporting
- Undertake weekly and daily performance reports for local and interstate movements, KPI's on costings, pricing validations, spaces moved, utilization
- Running of KPI's, DIFOT's and micromanage specific state customers
- Supervise bookings – ensure all bookings are entered daily and accurately
- Supervise debriefing, POD control
- Undertake weekly payroll functions that include timesheets, attendance & rostering data input, validation and preparing for export
- KPI's on wage costs, performance
- Customer Service, accounts receivable credit register, credit approval, processing of credits, EWP claims assistance
- Answer telephones and communicate with staff, customers and suppliers
- Provide assistance during external auditing schedules
- Oversee and manage petty cash, uniforms, and stationery orders.

The ideal candidate will have experience with staff management in a dynamic environment. They will be able to multitask and think on their feet at times in a fast paced environment. Ideally, they will have prior operational experience within transport, although not essential.

Experience in the refrigerated road transport/logistics/distribution industry or similar is preferred.

If you are able to demonstrate that you are a professional and reliable employee, who can make a positive contribution to what we do and ensure we meet our customer expectations, then we want to hear from you. We offer excellent pay and conditions, the use of fully maintained equipment and the opportunity of working within a great team environment.

A Drug & Alcohol screening along with a Pre-Employment Medical will be required for the successful applicant prior to employment. Please note only shortlisted candidates will be contacted.

Expressions of interest can be forwarded to Greg Davis Greg.Davis@ahgri.com.au by Wednesday 29 May 2019



ahgri.com.au
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