


Store Person / Purchasing Officer - Electrical Industry

MPES Group Aust Pty Ltd • All Sydney NSW

 *Not provided*

 Work type
Full time

 Contract type
Permanent

Licenses & certifications

FORKLIFT LICENSE

Perks

PARKING

Skills

TIME MANAGEMENT

MICROSOFT OFFICE

INVENTORY

STRONG WORK ETHIC

PACKING

BUYING/PROCUREMENT

FORKLIFT

FORKLIFT LICENSE

SCHEDULING


WRITTEN AND VERBAL

Full job description

MPES Group Aust Pty Ltd is on the hunt for a Store Person / Purchasing Officer.

Full time position for a candidate **knowledgeable of products in the Electrical Wholesale industry**. This person must have excellent time

Job details

 Date posted
12 May 2022

 Expired On
12 Jul 2022

 Category
Transport & Logistics

 Occupation
Postal, Warehousing & Customs

 Base pay
Not provided

 Contract type
Permanent

 Work type
Full time

 Job mode
Standard business hours

 Work Authorisation
AUSTRALIAN CITIZEN / PERMANENT RESIDENT

management and ability to multi prioritise between communicating with foreman's, suppliers purchasing materials, accepting deliveries, scheduling deliveries to job sites, maintaining stock levels and co-ordinate warehouse.

Reporting direct to Senior Management. You will be involved in storing & packing orders for a broad range of Electrical materials and supplies required for building projects.

Why join us?

- *Australian owned company established 21years and growing*
- Long term and stable position
- *Room for development in this role enabling candidate to grow with the companies goals*
- *Convenient location, free off street parking, local to train station*

EQUAL EMPLOYMENT OPPORTUNITIES

MALES AND FEMALES

VAXXED AND UNVAXXED CANDIDATES ARE WELCOME

Key responsibilities include but not limited to:

- Receiving delivery of goods ordered and quantity check
- Recording stock movements timely and accurately
- Arrange and coordinate transport for stock as required
- Tidying warehouse and stock check
- Picking/Wrapping orders for job sites
- Physically fit, manual handling of stock includes heavy lifting
- Communicate with Foreman daily to achieve the best support and outcome for onsite jobs
- Ensure inventory levels are maintained
- Operating forklift loading / unloading delivery truck
- Liaising with other functional areas within the business to ensure communication and coordination is achieved between departments i.e. purchasing, accounts, site foremen.

Knowledge, skills and abilities

- Forklift license (Not essential)
- Must have Drivers Licence
- PPE Essential
- Competent with MS Office software including email
- Mid-Advance Excel experience
- Ability to work autonomously and with a team
- Proven high standard of attendance and punctuality
- Solution orientated based mindset
- Strong written and verbal communication skills

- A diligent work ethic and energetic attitude
- MUST sign off on Police Check

Salary Negotiable based on Experience

*** This position requires Full Australian Working Rights***

No Recruitment Agencies