

INTERNAL ADVERTISEMENT

Freight Officers OSR- Full Time

These positions are located within the Warehouse & Distribution Department at Hazelmere, WA

General Overview: to ensure all freight is received, checked against relevant client order, scanned and entered accurately into the applicable system and dispatched in a timely manner to meet client requirements.

MAJOR ACTIVITIES

- Responsible for processing of general smalls freight from beginning to end
- Opening freight and checking contents ensuring correct quantity and items received are against the clients order
- Data entry of received freight into the clients preferred computerised system (SAP & Ellipse)
- Ensuring all items are scanned to correct destinations
- Manifest inbounds associated with purchase orders
- Report any discrepancies to the relevant assigned personnel
- Preparation of outgoing freight ensuring that goods are secured / packed correctly for dispatch
- Ensuring all paperwork is completed and filed correctly
- Ensure compliance with the relevant OH&S requirements
- Conformance to quality systems and procedures

ROLE REQUIREMENTS

- Previous warehouse and customer service experience or similar environment
- High attention to detail
- Intermediate data entry skills with high level of accuracy
- Computer literacy and previous exposure using SAP / Ellipse preferred
- Good organisation and planning skills
- Strong customer service and communication skills
- Good problem solving skills
- Ability to comply with company procedures and policies
- Willingness to develop and be flexible to change as per Company direction
- Ability to provide a current National Police Certificate
- Ability to pass a pre-employment medical inclusive of a Drug & Alcohol Screen

If you are interested in applying for this role please submit your application in writing with full details of your work history (Resume) with minimum of 2 professional referees and copies of your training certificates / licences to:

Kylie Brown –Human Resources Advisor
k.brown@cfc.com.au or Fax: 08 9278 3080