

## Advertisement for Full Time Position

# Freight Officers (Yard) - Full Time

*These positions are located within the Operations Department at Hazelmere, WA*

**General Overview:** to ensure all freight is received, 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 freight from beginning to end
- Scan all freight received and or freight to be loaded
- 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
- Current High Risk Forklift Licence (via Worksafe) and minimum of 2 years experience.
- Good organisation and planning skills
- Strong customer service and communication skills
- Good problem solving skills
- Ability to comply with company policies and procedures
- 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](mailto:k.brown@cfc.com.au) or Fax: 08 9278 3080**