



Store Person / Purchasing Officer - Electrical Industry


MPES Group Aust Pty Ltd • All Sydney NSW

 **Not provided**

 **Work type**
Full time

 **Contract type**
Permanent

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

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

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