

Administration Assistants - Labourpower

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Company: Labourpower

Location: Melbourne

Category: other-general

Admin and Secretarial Altona North, Melbourne, Australia Site Administrator Job Description
Our client is looking for a site Administrator, sitting on leadership team. The site integrate supply chain efficiency's and sustainable practices into everything we design and manufacture. About this opportunity Work as part of the leadership team to ensure the efficient running of the Industrial Products and Packaging warehouse in our Altona/ Laverton site You will need to have a good knowledge of warehouse and distribution with a clear understanding of inventory accuracy. Monday to Friday Dayshift Temp to Perm opportunity \$50 per hour Your key responsibilities will be to: Accurate control of stock in the Warehouse. Match between physical stock & SAP Visitor Management Attention to detail Purchase orders Computer literacy Your skills and experience To be successful in this role, you'll have: Experience working in a manufacturing, production or FMCG environment Experience in inwards / outwards goods and general distribution processes Demonstration of understanding and commitment to continuous improvement Experience with MRP system/preferably SAP Understanding of Health and Safety Requirements LP Consulting Services | <https://www.labourpower.com/labourpower-consulting-services> Job Information Job Reference: 210374323_1713157880 Salary: AU\$45 - AU\$51 per hour Salary From: AU\$45 Salary To: AU\$51 Salary Type: hour Consultant Name: Kelly Jenkins Job Industries: Admin and Secretarial Job Locations: Altona North, Melbourne, Australia Job Types: Permanent Job Skills: Sap, Visitor Management, Purchase Orders Data Entry

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