

CAREER OPPORTUNITY

WEST RYDE LOCATION

- ***Fabulous career potential***
- ***Friendly work environment***
- ***Supervision of a small team (6-10 staff)***
- ***Fast paced and challenging***

Full-Time Role

*38 hrs per week
Monday to Friday*

About Koorong:

*Koorong is
Australia's leading
Christian resource centre.*

*Join with us in the exciting
privilege of providing
Christian resources to
your local community and
beyond!*

Mail Order Supervisor

Koorong is looking for a motivated, enthusiastic, hard-working and organised person to perform a key role within their West Ryde Mail Order team.

Supporting the Mail Order Manager, this role will involve fast and efficient completion of hands-on warehousing duties as well as motivating, training and assisting other staff to ensure operations run smoothly and targets are met.

The primary warehousing responsibilities include picking and packing orders, as well as receiving stock in and processing stock out to other stores. Some direct customer liaison will also be required at times.

The ideal applicant needs to have good attention to detail, be task focused, self-motivated and reliable. Accuracy, efficiency and multi-tasking abilities are vital elements for this role.

The successful applicant will demonstrate excellent interpersonal communication and leadership skills.

Also important is a keen safety awareness and the ability to safely perform duties including manual handling. A forklift license would be an advantage, but regular drivers licence is essential (P plates acceptable).

Please apply in writing by **7 November 2014** to:

mailorderjob@koorong.com.au

fax: 02 9857 6665

**KOORONG**