

## Retail Dock/Warehouse Assistant

Full Time | Adelaide

- . Are you a fast, efficient multi-tasker?
- . Do you enjoy working autonomously?
- . Do you work well under pressure?

### Role Specifics:

Koorong is looking for an enthusiastic and organised person with good time management skills to play a vital supporting role to our friendly Adelaide team.

The primary responsibilities include:

- . Unpacking pallets to receive stock in, as well as building and sending pallets out
- . Replenishing the store
- . Dispatch of mail order as required
- . Picking and processing stock on a daily basis for orders and transfers to other stores
- . Some customer service in-store, as well as with external customers
- . Achieve performance targets and KPI's
- . And other duties as directed

Full time (38hrs) preferred. General Retail Industry Award applies.

### Key Criteria:

The ideal applicant needs to be self-motivated, reliable and work well on their own. Speed, accuracy and efficiency are vital elements for this role due to the high volume stock turnover involved and working to deadlines. Although the role is primarily task-focused, a willingness to assist customers is required. Some picking/packing experience is preferred.

A positive can-do attitude is essential, along with a general safety awareness and physical fitness to safely perform duties including manual handling of heavy items. A regular drivers licence is essential (P plates acceptable), along with the willingness to obtain a forklift licence. (Although having a current forklift license would be an advantage). Also important is an intermediate level of computer literacy, at minimum.

**K**oorong is Australia's leading Christian resource centre. With 15 stores Australia-wide and a thriving website, we provide the largest range at the best prices. We strive for excellence in customer service with a servant heart. Join us in the exciting privilege of providing Christian resources to your local community and beyond, with life changing possibilities! Koorong is part of Bible Society Australia Group.

### TO APPLY

Send a resume with cover letter, addressing the role criteria, to:

**e:** [adelaidejobs@koorong.com.au](mailto:adelaidejobs@koorong.com.au)

**Closing Date: ASAP**