

Dispatch Assistant

Full Time | Blackburn, VIC

A fabulous opportunity is available for an organized and efficient person to join the Blackburn Koorong store as a full time Dispatch Assistant. This role suits someone who thrives in a fast-paced environment and works diligently to meet strict deadlines while maintaining high standards of work. This is a great opportunity to support a leading Christian organisation while also developing your skills.

Role Specifics:

Reporting to the Store Manager, this hands-on role is key in running the dispatch area. Main duties include performing picking and mail order tasks in a quick and efficient manner to ensure turnaround deadlines are met and stock is sent to customers promptly.

Assisting the Warehouse Supervisor with stock replenishments, transfers and bin allocations may also be required in the warehouse and shop floor areas. Maintaining a safe dispatch environment to protect the health and safety of all staff, contractors and other visitors is crucial.

Key Criteria:

The successful candidate will have the following experience and qualities:

- Experience in a similar retail dispatch role preferable
- Good attention to detail
- Efficient, accurate and quality oriented
- A mindset for processes
- Ability to work autonomously and work well under pressure
- Mid-level computer skills
- Forklift license an advantage but not essential

Benefits:

- Work with a purpose in supporting the ministry of Koorong
- Staff discounts available at our Koorong stores and cafes
- Friendly team environment and training on site

Koorong 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, noting your availability to:

e: blackburnjobs@koorong.com.au

Closing Date: ASAP