

SET & DISPLAY WAREHOUSE COORDINATOR MELBOURNE



JOBS @ STAGING CONNECTIONS

Staging Connections, Asia Pacific's premier and largest event staging services provider, is currently looking for an enthusiastic Operations Coordinator for our Set and Display Warehouse in Melbourne. In this position you will be responsible for the timely organisation and provision of Set and Display equipment and transport. In addition, you will ensure that correct warehousing and processing requirements are met.

This is a great opportunity to take the next step in your professional career development and enjoy a rewarding role with an excellent team of people!

KEY RESPONSIBILITIES

- Ensure timely, efficient and smooth logistical support;
- Responsible for stock control, the integrity and timeliness of equipment going in and out of the Warehouse;
- Ensure correct equipment and quantities are available to execute shows effectively;
- Ensure cost effectiveness of all equipment used;
- Prepare and maintain accurate reports on inventory usage;
- Prepare, receive, and verify shipments (including x-hires);
- Ensure all paperwork related to deliveries and pick-ups is completed and returned in accordance with procedures;
- Work within OHS policies and procedures to ensure all jobs are carried out safely; and
- Seek out opportunities for operational improvements.

ESSENTIAL CRITERIA TO BE SUCCESSFUL IN THIS POSITION

- Experience in Warehouse Logistics (highly desirable)
- Current Drivers Licence
- Fork Lift Licence (Desirable)
- Experience in the Hospitality or Events industry (highly desirable);
- High level computer skills (Word, Excel, R2, Retain and Crewpay systems);
- Excellent communication skills;
- Highly developed customer service skills;
- Time management skills and the ability to manage multiple and competing deadlines;
- Ability to work under pressure;
- High level of accuracy and attention to detail; and
- Availability to work after hours (when necessary including weekends).

For more information on this role please contact Damian Andrews on 03 9321 6667. If you are interested in applying for this role please send your application with current resume to Joanne Parkinson, jparkinson@stagingconnections.com

Applications close COB 7 March 2011.