

Warehouse Assistant

Nikpol Pty. Ltd. is a National Australian Family owned company that leads the way in decorative and storage solutions for both domestic and commercial interiors in the area of decorative surfaces, specialised hardware, domestic home appliances, drawer systems and hinges.

Nikpol currently has a position available for the role of **WAREHOUSE ASSISTANT** at our Heatherton warehouse.

What we offer:

- Permanent/Full Time Opportunity
- Competitive Salary
- Immediate Start
- Early finishes on Friday's.

Reporting to the Warehouse Manager your responsibilities will include, but are not limited to:

PRIMARY RESPONSIBILITIES:

- Load and unload trucks, order pick, wrap products, pack, label, ship and receive.
- Complete all relevant paper work.
- Perform preventive maintenance (PMs) on forklifts such as, checking fluid levels, recharging the forklift every day prior to commencing tasks.
- Report any equipment failures immediately to the Warehouse Supervisor/Manager.
- Communicate effectively with operators from other shifts for handover and allocation of work priorities.
- Maintain high standards of housekeeping – organize, clean and maintain a safe work area.
- Operate forklifts, pallet jacks using standard operating procedures (SOPs).
- Take responsibility for quality control.
- Ensure no damaged products are dispatched.
- Move products to warehouse storage.
- Coordinate customer pick-ups.

Skills and experience

- Experienced and **Licensed Forklift driver!**
- Ability to work flexible hours, including overtime & weekend work
- Excellent work ethic and punctuality
- Solid background in a warehouse environment
- Strong record of attention to detail
- Good computer skills
- Strong safety record
- Excellent written and spoken English

The opportunity is for someone to participate in a fast paced, growing and developing business.



To Apply: please forward your Resume and Cover Letter to Lerita via email below:
Lazizi@nikpol.com.au

Application closing date: 6th May 2022.