

# Warehouse Administrator

- Great Culture - our people are our most valuable asset.
- Dynamic Team - fun, energetic and supportive
- Career Opportunity - within a growing Australian business
- Full time position, 38 hours per week
- 8:30am - 5pm Monday - Friday

## ***Join our Vibrant Warehouse Team - Unleash Your Potential in a growing company!***

Are you ready to take your career to new heights and become part of an exceptional company? Look no further than Ingredients Plus and Australian Wholesale Oils, a leading distributor of ingredients to the Beauty Care, Health Care, and Homecare Industries in Australia and New Zealand. We are passionate about providing flexible, reliable, and trusted solutions, and we believe that success is achieved through continuous innovation, enduring partnerships, and a dedication to exceptional service.

The secret ingredient to our Ingredients Plus team is our passion & desire for success driven by innovative concepts and commitment to service. Our team is extremely engaging, and the working environment is a supportive & encouraging.

Reporting to the National Warehouse Manager, based in our head office in Rydalmere, this role will be an integral member of our Operations team & will be instrumental in our next phase of business growth.

### ***Key responsibilities include:***

- Monitor To Pick order list and print out pick slip and sort out by due date and destination.
- Change order status from To Pick to pick, picked and Finish, and print out POD, Delivery Notes and CoA for dispatch team.
- Print repack labels and other product labels as requested.
- Print out GRN and pallet labels as requested.
- Scan POD, manufacturing job and others into system and related personnel as requested.
- Book consignment through transport company website t and print labels for dispatch team.
- Invoice sale orders daily.
- Support team with stock checking and other request.
- Purchase warehouse consumables from dedicated suppliers.
- Book GRN / PO into JIM2 (ERP system).
- Ensure consignments are booked in correctly according to POD.
- Ensure all sale orders are invoiced correctly every day.
- Ensure GRN/PO are booked in correctly matching the physical stock received.
- Provide support to other team members working on the floor

***The ideal candidate will possess:***

- Warehouse/ Operations experience preferred or a vested interest for a career in Operations.
- Motivated to learn.
- Excellent communication skills, both written and verbal.
- Strong attention to detail and accuracy.
- Proficiency with Microsoft Office and willing to learn CRM software.
- Highly motivated and able to work independently as well as in a team environment.
- A reliable, “can do” attitude.

**Benefits and Culture**

At Ingredients Plus, we value and reward our exceptional team members. When you join us, you can expect:

- A competitive remuneration package.
- A comprehensive induction and training program designed to set you up for success.
- Company Bonus scheme.
- A fantastic team culture that promotes collaboration, support, and camaraderie.
- Ample opportunities for career advancement within our growing team and company.
- Onsite parking

In return for your experience and expertise, we offer a working environment that is not only fun and professional but also clean and engaging. Our team-building events and strong employee engagement plan ensure that you'll feel valued and connected every step of the way.

**Take the Next Step in Your Career - Apply Today!**

If you possess the drive and passion to succeed and are eager to advance your career, seize this opportunity to join Ingredients Plus. To apply, go to <https://ingredientsplus.com.au/careers/> and click the apply. Together, let's unleash your potential and create a future filled with growth and success.