

Warehouse Administrator

- Great Culture - our people are our most valuable asset.
- Dynamic Team - fun, energetic and supportive
- Career Opportunity - within a growing Australian business
- Monday – Friday (flexible start and finish time)

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:

- Print out pick order list and sort out by due date and destination.
- Change order status in systems.
- Print repack labels and other product labels as requested.
- Print out good receive note and pallet labels as requested.
- Print despatch document.
- Scan paperwork into system.
- Book consignment through transport company website and print labels for dispatch team.
- Invoice sale orders daily.
- Support team with stock checking and other request.
- Order suppliers for the warehouse team as required.
- Book stock into system.
- Ensure all sale orders are invoiced correctly every day.
- Provide support to other team members as required.

The ideal candidate will possess:

- Office administration 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
- Highly motivated and able to work independently as well as in a team environment.
- A reliable, “**can do**” attitude.
- **Full on the job training will be provided.**

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 button. Together, let's unleash your potential and create a future filled with growth and success.