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| **JOB TITLE** | Warehouse Clerk  1st Shift | **LOCATION** | Warehouse Laverton VIC |
| **JOB GRADE** | Op: Level 1 | **DEPARTMENT** | Transport and Warehouse |
| **REPORTS TO (Title only)** | Manager Warehouse | **DATE** | 20 April 20 -- |

**Company Overview**

John Readings Pty Ltd is an Australian multi-national company trading under the name Readings. Its primary business is in bricks and mortar general bookselling however, over recent times and, in line with online service provision, it has purchased a large, state of the art warehouse in Laverton VIC that supports a number of strategically located DC’s in Australia and globally. The company currently has over 850 stores located across Australia and New Zealand with a further 20 stores planned to open later this year in Asia.

Laverton has easy access to road, air, sea and rail transport options with both Avalon and Tullamarine Airports within easy reach and the Docklands precinct for air cargo. Reads is currently also expanding into China, Japan and India.

At Reads, we're passionate about our people and profession and are investing in all areas of our business, so the opportunities to make an impact based on your interests, skills and talents have never been greater. If you have a focus on customer satisfaction, teamwork, and enjoy the free exchange of ideas, consider joining our team.

**This position is for a Warehouse Clerk - 1st Shift, 6:00am-2:30pm**

**Summary of Duties:**

* Organise and store electronically all inbound stock,
* Load and unload merchandise onto trucks and/or conveyors by hand or via pallet jacks,
* Pull stock based upon customer orders and prepare it for outbound shipping,
* Work in various departments to adjust work flow to orders received,
* Use hand held computer to pull electronic orders,
* Use fixed scanner on sorting line to prepare books/brochures for sealing,
* Complete packaging and shipping label processes,
* Assist with cleaning trash conveyors, moving cardboard bails, running totes, and collecting trays,
* Frequent use of hand tools: box cutters, tape gun, and cleaning gear,
* Other duties as required.

**Required Skills and Knowledge:**

* Act with integrity and trust, promoting our bookselling culture and core values,
* Basic written and verbal English communications skills,
* Ability to read and understand written English,
* Ability to multi-task in a fast-paced environment,
* Basic mathematical skills,
* Repetitive body movement and the ability to stand for long periods of time and lift, push, and pull a minimum of 40kg.

*NOTE: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.*