

<b>JOB TITLE</b>	Warehouse Picker and Packer	<b>LOCATION</b>	Laverton VIC
<b>JOB GRADE</b>	Op Level 1	<b>DEPARTMENT</b>	Transport and Warehouse
<b>REPORTS TO (Title only)</b>	Warehouse Manager	<b>DATE</b>	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.

### Summary

We are seeking a picker and packer to join our warehouse team. If you are highly motivated and prepared to work hard as part of highly motivated team then this role is right for you.

**Responsibilities for this role include:**

- Picking and packing orders,
- Replenishment of stock,
- Loading and unloading trucks in a safe manner,
- Providing excellent customer service by ensuring all our products are dispatched on time,
- Assisting in ensuring the warehouse and the surrounding areas are kept in a safe and tidy manner,
- Other duties as delegated.

**Minimum Qualifications/Requirements:**

To be successful in this role the following is required:

- Pick packing experience,
- Forklift licence not essential but preferred,
- Solid background in warehouse and distribution,
- Organisational skills and attention to detail,
- Ability to follow instructions and learn quickly,
- Ability to work supervised and alone,
- Reliability and punctuality,
- Heavy lifting involved.

*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.*