

Administration and Logistics Officer

We are on the hunt for a like-minded individual to join our team as an Administration & Logistics Officer.

The opportunity:

As ENTTEC's Administration & Logistics Officer you will provide the best possible administrative support to the local sales and administrative team and facilitate communication between the Australian HQ and the UK and American offices. Assuring all aspects of general clerical, secretarial and administrative support with high standards of service and commitment.

About you:

Essential experience:

- 2+ years' experience in logistics
- Experience and understanding of overseas import regulations
- Experience managing Amazon Market Place
- Clerical/administrative qualifications

Skills:

- Must have excellent Excel, Word, Internet and Office 365 skills
- Knowledge of ERP System and FreshSales (preferably)
- Learn quickly
- Excellent people skills
- Attention to detail
- Ability to organise and manage multiple priorities
- Be adaptable and able to pick up new technologies
- Ability to prioritise tasks and meet deadlines

What you'll do:

Logistics:

- Liaising with the UK, US offices as well as production to ensure orders are met
- Liaising with production and sales team to allocate stock to go out on Thursday and Fridays
- Liaising with international suppliers to follow up on orders, shipping and PO's
- Manage all aspects of ENTTEC's Amazon Market Place
- Book in shipments
- Invoicing US/UK shipments
- Entering simple orders
- Entering and qualifying leads in FreshSales
- Entering new orders in ERP system
- Organise and book shipments
- Provide shipping information to customers

General admin:

- Answer phone and direct calls/ take messages where necessary
- Create and modify customer invoices in various accounting platforms
- Maintain safe and clean officer area
- Monitor and maintain weekly stationary/ kitchen supplies
- Be aware of the company policies and methods of work
- Managing RMA (Return Material Authorisation)
- General administration duties

Culture & perks

- Working environment that is designed to be diverse and engaging
- A culture of experimentation and creative freedom
- A permanent part-time role with the chance to increase hours
- Knowledge sharing and cross-training when possible
- Working with amazing people
- Not two days will be the same
- Be part of a team who care and support one another

This is your chance to work in a creative and high-achieving team. If you believe you have what it takes, then we'd love to hear from you.

Please email jobs@enttec.com, attaching your application (cover letter and CV), and telling us why you would be perfect for this role.