



POSTION: STOREPERSON

WHO WE ARE

Downer Mining has a contract with Stanwell Corporation to provide total mining services at Meandu Mine. The mine supplies coal to the adjacent Tarong Power Station and is a residential mine located 25 kilometres south-east of Kingaroy, with the majority of its workforce being employed from the local community.

We are currently seeking a **Storeperson** to join our Meandu Mine team on a full-time basis. The roster is a lifestyle roster (5/4, 4/5, 5/5). This role is a residential position; therefore, no camp or accommodation is provided.

POSITION SUMMARY

Reporting to the Warehouse Supervisor, your daily duties would have you responsible for managing and controlling of warehouse inventory, receiving and issuing of parts to work orders and dispatching of components in a timely and cost-effective manner.

As a Storeperson, you will responsible for, but not limited, to:

- Manage and control the physical issue of parts required for work orders.
- Manage returns of stock items surplus to completed work order requirements to warehouse locations and process systems adjustments.
- Receive and dispatch goods in a timely and cost-effective manner.
- Maintain auditable and legible documentation.
- Develop and maintain tooling registers.
- Ensure all statutory requirements are fulfilled in the stores areas of the project.
- Comply with all aspects of the Quality Assurance System and relevant site Quality Plans, reporting any non-conformances to your Supervisor.
- Maintain accurate records for storage and transport of Dangerous/Hazardous Goods ie. MSDS/EPG.

ABOUT YOU

- Have experience as a Storeperson or a similar role with industry experience preferred.
- Hold a current C Class Drivers licence.
- Hold a Forklift Operators' ticket.
- Competent utilising your strong computer skills (Microsoft Office Suite).
- Computerised catalogue and inventory control experience (JDE or similar).
- Strong numeracy and literacy skills required.
- Well-developed verbal and written communication skills.
- Work Planning and scheduling skills.

WHAT WE OFFER

- An attractive roster.
- Our Zero Harm attitude to Safety and the Environment.
- A diverse and supportive work environment where individuals are encouraged to show initiative.

Please note, resumes will not be accepted via email however, if you have any questions regarding this role please contact Taylah Williams at Taylah.Williams@downergroup.com

Applications for this role close Sunday, 19th of July 2020

Please note: You must have the right to live and work permanently in Australia.