

Positions Vacant

Casual Position: Warehouse Assistant - Liquor Bond

Norfolk Island Regional Council is seeking applications from enthusiastic, suitable persons and members of Norfolk Island Community to join NIRC's Liquor Bond Section as Casual Warehouse Assistant. Reporting to the Manager Liquor Bond, this position is responsible for general stock handling and warehouse duties at the Liquor Bond. This position will also provide support to the Procurement and Warehouse Officers. The shifts for this role may be spread across the 7-day trading of the Liquor Bond.

This role will be based at Norfolk Island.

The relevant Position Description for the position listing and the full set of key accountabilities and competencies are available from our website - Employment link:

<https://www.nirc.gov.au/working-council>

Casual Warehouse Assistant – Level 3.1 \$28.47 per hour + 25% casual loading

Additional Benefits: 12% superannuation + other entitlements in accordance with NIRC's Certified Agreement 2023

General Duties: (Copy of full duties – Position Description can be obtained from the link)

Warehouse Operations

- Perform warehouse stock rotation and consolidation
- Compile, invoice & deliver wholesale orders
- Perform stocktakes as required including rolling stocktakes and the end of financial year stocktake - this includes any stock adjustments and recording of variances.
- Receive, unpack and tally in coming stock, confirm tally against invoicing.
- Flexible working hours required when vessel unloading
- Auditing warehouse stock against manifesto
- Regularly enter ullage/damaged stock list into POS system for stock accuracy
- Understand & commitment to workplace equity & work health principals & practices.
- Movement of stock to front of house
- Auditing warehouse stock against manifesto
- Stocking of beer cooler and Retail Shop
- Understand & commitment to workplace equity & work health principals & practices.

Qualifications:

- Responsible Service of Alcohol (RSA)
- Forklift Licence
- Drivers Licence Class C & MR (or ability to acquire)

Enquiry Contact Officer: Kerry Walsh - phone +6723 22106 or email kerry.walsh@nirc.gov.nf

General enquiries may be made to Human Resources Office, hr@nirc.gov.nf or phone Joshlyn Prasad on Australian Number (+61) 07 3000 2192.

This recruitment is urgent. Interviews will commence to suitable candidates and possible job offer will be considered with successful candidates prior to closing period of the recruitment ad.

Appointments will be made on merit in compliance with the principles of Equal Employment Opportunity (EEO).

All applications are to be lodged by **email** to hr@nirc.gov.nf with enclosed resume together with recent referees **no later than, Monday, 23 September 2024.**

Job ad closes Monday, 23 September 2024.

Philip Reid
Acting General Manager