

# Advertisement -Position Vacancy Logistics Scheduler



July 2025

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Bring your previous experience in logistics and transport as well as strong stakeholder management and organizational ability to this great opportunity within our Logistics team!

We are seeking an experienced Logistics Scheduler who will be responsible for supporting the logistics operations in receiving and distribution FBV and SBP products effectively and in a timely manner.

## Why Foodbank:

Whether it's everyday emergencies or in times of crisis, Foodbank Victoria has been providing vital food relief to vulnerable Victorians for 93 years. We deliver food to people who need it in three different ways: in partnership with our charity partners, through schools and via our regional Community Food Centres.

Across our network of 500 charity partners and 1,015 schools throughout Victoria, we have distributed over 25 million meals in the last 12 months and are currently feeding 69,000 Victorians a day. While supporting our charity and school partners is at the core of what we do, as the state's dedicated emergency food relief organisation, we're also here to assist Victorians through natural disasters, pandemics and the 'invisible disaster' caused by the ongoing cost of living crisis.

## Why we're right for you

Our people come for a career and stay for the mission!

You will join an organisation full of passionate and creative people who champion and invest in the vision of helping to fight for a food secure future for all Australians.

*We* strive for a diverse and inclusive workforce, fostering a culturally safe and supportive environment where everyone can bring their whole self to work.

Our locations span across metro and regional Victoria including Yarraville, Brooklyn, Ballarat and Morwell but the warmth of our culture is unified across all sites

## What you'll do:

- Review outbound orders and determine dispatch method, 3PL or FBV.
- Accurately complete invoices for agency orders and interstate movement.
- Review, complete and communicate run sheets for the FBV drivers
- Provide support for day-to-day logistics scheduling for collections of donations and deliveries as required.
- Communicate effectively with suppliers, couriers, transport companies and other FBV departments.
- Document and escalate any supplier issues including shipping and receiving errors ensuring key stakeholders are updated.
- Assist with ensuring that the FBV transport fleet including fleet cars are maintained in safe working order.
- Manage rapid audits and complete relevant audits on Pool car fleet and other logistics vehicles as per schedule.
- Ensure orders are dispatched in Pronto in a timely manner
- Local and Interstate freight managed to established requirements
- Manage and support asset management in Pallet watch and relevant systems

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## Why you're right for us:

- You want to be a part of a brand that's been around for over 90 years, and genuinely share our passion for our vision of healthy food for all.
- Able to live and breathe our values of empowerment, accountability, integrity, respect, diversity and equality.
- Certificate IV in Logistics and Supply Chain Principles or similar.
- Experience within a food industry warehouse environment in a logistics or scheduling environment.
- Excellent Microsoft Office and Pronto skills or other ERP.
- Demonstrated exceptional customer service skills.
- Well-developed time management skills.

## We can offer you:

- Access to salary packaging benefits to increase your take home pay
- Staff satisfaction rates above 80%
- An organisation focused on employee wellbeing
- Supportive team environment that embraces change and innovation

## Keen to apply?

- Please review the Position Description on our website in the 'Careers' section at [www.foodbankvictoria.org.au](http://www.foodbankvictoria.org.au) and get to know us before you apply.
- Email your application to [employment@foodbankvictoria.org.au](mailto:employment@foodbankvictoria.org.au)
- Applications to include an up-to-date resume and cover letter