

# Advertisement - Position Vacancy

## Warehouse Assistant



January 2023

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### About Us:

Whether it's everyday emergencies or in times of crisis, Foodbank Victoria is an independent not-for-profit organisation with 90 years' experience providing food relief to individuals and families experiencing hardship. We are the largest provider of food relief in Victoria, working with a network of over 900 corporate and community partners to source and distribute the equivalent of 18 million meals annually, with the aim of helping to improve the lives of Victorians needing our support.

### Staff Benefits:

In addition to working for a high impact not-for-profit organisation and a team passionate about making a positive difference to vulnerable Victorians, we offer the following benefits:

- A positive, inclusive collaborative and supportive team - 80% staff satisfaction rate
- Access to salary packaging benefits (which increases your take home pay each fortnight)
- A safe work environment with employee wellbeing a top priority

### About the Role:

You will be primarily responsible for preparation of orders for dispatch - sorting, moving and storing of warehouse items along with general maintenance and administrative tasks associated with the role.

Shift times available are working Monday to Friday at our Yarraville and Brooklyn warehouse.

### About You:

To be considered for this position you will have:

- Passionate about our vision of healthy food for all
- Able to live and breathe our values of empowerment, accountability, integrity, and respect
- A safety-first approach to your work and commitment to Occupational Health and Safety procedures
- Current forklift license with high reach experience
- Data entry, inventory and receipting experience
- The ability to work well within a team and support your colleagues when needed (including our volunteers and labour hire staff)
- Excellent communication skills and high-level customer service when dealing with our customers and stakeholders
- Great time-management and organisational skills
- Formal qualifications in Warehouse Operations are favorable however they are not mandatory. Food industry warehouse experience is also highly regarded.

### Selection of Candidates:

Foodbank Victoria strongly encourages applications from all sectors of our community. All candidates will be evaluated on merit and measured against the requirements contained within the position description.

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## To apply:

If you share in our vision of healthy food for all and feel you would be a great fit for this opportunity, please submit your cover letter and updated resume to [operations.employment@foodbankvictoria.org.au](mailto:operations.employment@foodbankvictoria.org.au)