

Warehouse & Logistics Coordinator

Location: Kirrawee

Job Type: Full-time

Start Date: ASAP

Fanmaster is seeking a **hands-on, proactive Warehouse & Logistics Coordinator** to join our growing team. This role is perfect for someone who thrives in a fast-paced environment, takes initiative, and is passionate about driving warehouse efficiency and dispatch excellence.

About the Role

You will be responsible for managing the day-to-day operations of our warehouse, ensuring inventory accuracy, supporting dispatch and delivery service levels (SLAs), and collaborating with team members to improve processes. This role offers the opportunity to make a real impact by optimising our warehouse layout, reducing freight costs, and ensuring smooth container unloads and dispatch operations.

Key Responsibilities

- Organise and maintain a small-to-medium sized warehouse.
- Manage daily workflows to ensure timely and accurate dispatch.
- Take initiative to improve warehouse layout and inventory management systems.
- Work collaboratively to unload containers and receive incoming stock.
- Use warehouse management software to enter, manage, and ship goods.
- Make cost-effective decisions around packaging and freight to reduce shipping costs.
- Pick and pack orders accurately and efficiently.
- Create consignments using our **Myfreight** platform.
- Load trucks and manage internal stock transfers.
- Maintain inventory accuracy across all warehouse operations.
- Ensure compliance with OHS procedures and safety standards.

What We're Looking For

- A self-starter with strong initiative and attention to detail.
- Proven ability to manage time efficiently and multitask.
- Strong decision-making skills, particularly in optimising logistics and freight.
- Team-oriented with good communication skills and the ability to take direction.

Essential Qualifications & Skills

- **Forklift Licence** – mandatory
- Proficient in **English and basic computer skills**
- Understanding of **Occupational Health & Safety (OHS)** requirements

- Experience with **warehouse and inventory software** is an advantage

Why Join Us?

- Be part of a supportive, energetic team
 - Opportunity to contribute ideas and improve systems
 - A stable and growing company with room for personal and professional development
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To Apply:

Send your resume and a short cover letter to sarah@fanmaster.com.au