

INVENTORY ASSISTANT



EastPack
WORLD CLASS ORCHARD TO MARKET

Washer Road, Te Puke – Fixed Term

EastPack is a well-established grower-owned kiwifruit packing and coolstorage operation with facilities in a number of locations in the Bay of Plenty and Northland.

The main objective of this fixed term position, based at our Washer Road site in Te Puke, is to assist the inventory team in ensuring fruit inventory is optimised.

The Inventory Assistant role will cover many aspects of managing inventory including: liaising with Southlink, importing orders and order changes, reconciling and filing paperwork, processing load out documentation and ensuring all vessels are loaded on time and in spec.

Applicant skill and experience requirements:

- Excellent organisational and time management skills
- Proactive and good at problem solving
- Ability to work well with people and remain calm under pressure
- Attention to detail and data accuracy
- Ability to multi-task and prioritise appropriately
- Ability to work flexible and sometimes long hours
- Enthusiastic, positive and willing to go the extra mile
- Excellent Computer skills
- Experience in the Kiwifruit Industry is preferable

Due to the development onsite we have some exciting opportunities within the Inventory department at Washer Road.

This is a fixed term position which could be used to gain valuable inventory, admin and supply chain skills and knowledge for a future career within the kiwifruit industry.

Applications to: Briar Miller

EastPack Ltd, PO Box 243 Te Puke 3153

or email: Briar.Miller@eastpack.co.nz

Closing date of: 5pm Friday 25th November 2016

To request a position description please contact Briar via email

www.eastpack.co.nz



OUR VISION **World Class Orchard To Market**

- Leading Financial Performance • Superior Customer Service
- Operational Excellence • Our People • Sustainable Future