



Scheduling and Logistics coordinator

Geelong Galvanizing is a multifaceted business located just off the ring road in Corio, Geelong with our core business encompassing the application of several types of steel corrosion protection coatings. We also fabricate and supply quality retaining wall steel and building products to the hardware and product installation trades.

Our continued commitment over the past 25 years to hiring outstanding individuals and helping them to develop into the best that they can be, has added to our continued success and expansion over that time.

The role is fulltime (Mon-Fri) and requiring a self-motivated and well organised individual to be responsible for the following;

- Booking in and despatching of trucks,
- Booking in steel work to be galvanized,
- Assisting with the daily scheduling of production,
- Provide excellent customer service,
- Meet fortnightly to discuss customer, production and quality requirements and feedback,
- Work with a diverse team to create a cohesive and productive environment which is quality and customer focussed.

In order to achieve success, you will also require;

- An ability to work and communicate with a wide range of personalities throughout our company and customer base,
- The skills to build and maintain strong and lasting relationships with clients,
- An eye for detail and the ability to understand our client's needs and wants in order to achieve a mutually beneficial outcome,
- The Ability to problem solve, working calmly & logically under pressure when necessary,
- The ability to work in unison with our Coordinating manager and sales staff,
- The ability to relate to our Truck drivers and understand their needs for the transport of safe and secure loads,
- Computer literacy and competency in Word, Excel and Outlook, with Powerlink CRM an advantage,
- Great time management skills with the ability to work extended and flexible hours if and when required.

After a period of training you would also be expected to be competent in the following;

- Be able to identify different section types of steel,
- Have accurate paperwork skills and be fully competent in Geelong Galvanizing's paperwork system,
- Understand the Galvanizing process, its special requirements pre-galvanizing and the limits of repair and clean up post galvanizing,
- Have an eye for detail and committed to defined quality and customer service standards,
- Be able to identify work that requires modification or subcontracting prior to galvanizing,
- Be familiar with and adhere to all O.H & S site requirements,
- Be aware of all plant and equipment,
- Be capable of carrying out other duties as requested,

What you can expect from us;

- A generous remuneration package plus competency-based incentives,
- Support and ongoing training in order to help you achieve your goals and development,
- A path for progression and promotion,
- An environment that is hard working, fast paced, inclusive and fun.

If you are looking to work within a challenging environment, focused on excelling as an individual with the ability to expand on your skills and prospects, this could be the role for you.

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