



PRODUCTION / PURCHASING ASSISTANT

Brief:

We require an experienced and productivity focused Production / Purchasing assistant with in-depth knowledge working within a manufacturing environment. This is a full-time position for a solution focused individual who has the ability to get the job done.

The Role:

Based in Darra, Brisbane, you will be responsible for administering keying orders / allocating stock and scheduling work within our lean manufacturing environment. Working closely with other departments you will ensure production plans fulfil customer requirements with timely throughput and inventory requirements including co-ordinating resources and liaising with internal and external key contacts to ensure work is delivered on time, to our quality specifications and requirements.

With a strong knowledge of production management, you will have a proven record and ability to manage time and work to strict deadlines. Along with a background in 5S and/or other quality standards, you will ideally have an Engineering Trade Qualification or equivalent with at least five years' internal sales / production experience in a production shop environment.

This is an opportunity to join a small but rapidly developing company focused on quality systems and quality control of output.

Key responsibilities:

- Plan, schedule and prepare production jobs ensuring production plans are met through effective forward planning
- Enter all sales orders received from the sales staff
- Revise and reschedule orders when necessary as per manufacturing lead times
- Freight and logistic coordination / booking and follow up
- Maintaining Job Costing System including staff timecards (ensuring time and goods are received and recorded in the system)
- Compile and issue purchase orders for parts and, sub-contracting within defined limits
- Managing subcontractor jobs and contract pricing
- Maintain statutory (OSH, QA and other) regulations and records
- Prepare and distribute schedules and shipping forecasts
- Assist in all documentation for outgoing freight
- Liaise with suppliers and customers when management staff are not available
- Prepare reports; maintain files and records as required
- Work to close tolerances and within time constraints in an efficient and organised manner within a fast paced and often high pressure environment
- Working to and achieving all KPI's.

Desired competencies, personal skills and experience:

- Minimum 3-5 years' experience in a engineering / production environment
- Demonstrated ability to manage multiple projects simultaneously, set priorities, identify and address problems, meet deadlines, and stay within budget
- Be able to lead by example with a good work ethic, tidy housekeeping and a "can do" attitude
- Good interpersonal and organisational skills
- Ability to work with people at various levels from shop floor to senior management
- Agile, responsive and good under pressure
- A team orientated individual who is consistent in nature, with a good sense of humour
- CAD drawing skills are an advantage but not essential
- Computer literacy with Microsoft Office including Outlook, Word and Excel
- Absolutely trustworthy and dependable

About us:

We design manufacture and distribute world leading high quality earthmoving attachments for the construction, demolition, quarrying and mining industries. Doherty Couplers and Attachments is a New Zealand Company with a fully owed Australian Subsidiary and has licencing agreements in the USA and Europe. The success of the company is based on our promise "To supply high quality earth moving attachments which are safe, durable, and exceed our customers' expectations and represent outstanding value for money".

Send your CV and covering letter to: Janine Macdonald e-mail: janine@dohertydirect.net

www.dohertydirect.net

Note: Applicants for this position should have Australian residency or a valid Australian work visa.