



POSITIONS AVAILABLE – 18 January 2021

BACKGROUND

Setec BM PRO is a leading Australian solution provider for customised communication, control, and power management solutions. Strong growth and development opportunities are driving our need to further enhance our warehouse team.

MARKETING CO-ORDINATOR

About the Role:

This is an exciting opportunity for a results-driven Marketing Coordinator to make an impact as part of the BM PRO marketing team.

Based at Knoxfield VIC and reporting to the Marketing Manager you will assist the marketing team with implementation of marketing plans & activities for both Australia & North America.

Key responsibilities:

- Assisting with the management of marketing campaigns, working with external advertising agencies and service providers
- Coordination and management of events, product launches and conferences
- Assisting with the collection of market intelligence – including market trends and customer feedback to support monthly reporting
- Coordinating website maintenance, content marketing and social media activities, including the management of social media enquiries and comments
- Coordinating the design requirements of the business, including brochures, packaging, presentations, point of sale material and digital artwork, working with external agencies and service providers as required
- Assisting with marketing related customer enquiries
- Marketing reporting/ analytics
- Providing general administrative support to the marketing team as required.

Required qualifications and experience:

- Demonstrated experience in a marketing role
- Qualifications in marketing, design or digital media
- Knowledge of marketing best practices
- Excellent attention to detail
- Strong communication skills
- High degree of commitment and initiative
- Skills in Adobe Creative suite, Mailchimp and WordPress an advantage

STORES SUPERVISOR

The Position:

You will be responsible for Stores and Despatch. The role will be responsible for the coordination and execution of all stores functions, including kitting, receiving, stock control, cycle counting, stocktakes and despatch.

Reports To:

Demand & Procurement Coordinator

Summary:

- **Stores Management**
 - Receiving
 - Management of Setec's R & D and Service part store
 - Set-up and management of Setec's ERP system to ensure stock levels are set in line with requirements and re-order triggers are set to replenish stock in a timely manner
 - Inventory management to minimize inventory while maintaining support of requirements
 - Manage regular R & D and Service stores stock take and cycle counting
 - Management of stores document control and procedures
 - Oversee the receiving of RMA's, ensuring they are processed through stores in a timely manner.
- **R&D and Service Stores Purchase Orders**
 - Management of stock replenishments in line with requirements
 - Purchase order receiving once receiving inspection is complete
 - Purchase order receiving and lot tracking management – once receiving inspection is complete
- **ERP Management and Maintenance**
 - Manage and maintain all stock locations Syteline
 - Manage regular stock take and cycle counting to maintain integrity and accuracy of ERP data
 - Setup of part numbers and warehouse locations as required
 - Development and maintenance of ERP management procedures
- **Despatch Management**
 - Manage Despatch to ensure finished goods are packed and ready to go to ensure on time delivery to customers
 - Oversee the Despatch of RMA's, ensuring they are shipped out in a timely manner.
 - Complete finished goods counts as required

Core Competencies:

- Previous experience in a similar role,
- Well-developed verbal and written communication skills,
- Planning and organisational skills,
- A positive attitude, high degree of initiative, motivation and problem-solving ability,
- Excellent eye for detail and highly organised,
- Strongly motivated to provide quality work,
- Someone who thrives in a fast-paced environment and can manage competing priorities,
- Ability to help out in many areas of quality
- Flexible attitude and positive work ethic and
- Ability to take initiative to undertake a variety of tasks and be able to multitask.
- Forklift license preferred

STORE PERSON / PICKER

About the Role:

We have a casual position (Monday to Thursday, 6am to 4pm) available in Knoxfield for an immediate start. The successful applicant will be reporting to the Store Supervisor, but must be able to work autonomously with minimal supervision.

Previous experience with using an ERP system advisable, but not essential. Excellent computer skills are required. You will be working with friendly staff in a clean environment and in a very modern factory.

Hourly rate: \$25 – \$29.99

Background:

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Major Responsibilities (but not limited to):

- Kitting of production jobs to the floor
- Completing and delivering internal parts requests
- Processing and returning production returns
- Receipting and booking in of jobs
- Stock control and stocktake
- Maintain a clean and organised work area

Successful Applicant Must:

- Have excellent computer skills using email and ERP system
- Be punctual and reliable
- Be capable of working unsupervised
- Be physically fit

Contact:

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