

Warehouse Coordinator
Neighbourhood Property Styling
Full time

About Us

Neighbourhood Property Styling (NPS) is a leading property styling company based in Mt Waverley, Melbourne, focused on helping vendors obtain the highest price possible when selling their property.

We are a small team who pride ourselves on achieving a high standard of service and communication with all our clients.

Day-to-day activities:

- General warehouse maintenance, picking & packing furniture/accessories for our styling installations - with a greater focus on pick ups.
- Splitting your time between being on site and our warehouse - overall assisting the team with the daily schedule.
- Assisting our logistics team with unloading and storage of furniture each day. You must be fit and able to lift heavy items (if required).
- Inspect vehicles, equipment, tools, and machinery regularly, and oversee general maintenance as needed.
- Meet regularly with the Director to review, analyze, and develop actionable plans for productivity and loss prevention.
- Picking up purchase orders from our local suppliers.

What we're looking for:

- Detail oriented, able to track multiple facets of the warehouse at any given time. You must compliment our logistics team, achieve inventory accuracy, coordinate and look after our fleet of vehicles, and achieve logistics performance KPI's. Ultimately overseeing the fulfillment of hundreds of properties styled every year.
- You must have a drivers license with a good driving record and be able to drive in Australia.
- An individual who can think outside the square to solve logistical issues. We need a self starter that is comfortable using a computer.
- A roll-up-your-sleeves attitude to join our small and friendly team, to help us decorate the most beautiful homes in Melbourne.
- Previous work with a property styling business will be a big advantage.

How to apply:

Resumes will only be viewed via email.

Send to Siobhan at hello@neighbourhoodps.com.au