



## Shipping and Purchasing manager

Michael Page • Smeaton Grange NSW 2567



Base pay

\$90,000 - \$99,000



Work type

*Not provided*



Contract type

*Not provided*

### Job details



Date posted

**03 Mar 2022**



Category

**Transport & Logistics**



Occupation

**Importer & Exporter**



Base pay

**\$90,000 - \$99,000**



Job mode

**Standard/Business Hours**



Industry

**Human resource**

### Full job description

- Well-known Australia company
- Leadership Role

#### About Our Client

Our client is a established company that has grown to become one of Australia's most innovative and respected steel centres with a reputation for outstanding customer service.

#### Job Description

- Update shipping register with new shipping details
- Distribute shipping documents to branches and custom agents
- Monthly Shipping Reports - Balance of Contracts & Inventory Report
- Prepare Insurance claims
- Liaise and built relationships with shipping companies and custom agents
- Saving Paperless documents (order/invoice/delivery docket)
- Liaise with branch managers.
- Ad hoc duties as required by your Manager
- Supervision of Shipping and Purchasing officer
- Submit orders to Local and O/seas suppliers
- request quotes from suppliers Local and O/seas

#### The Successful Applicant

- Min. 2 years' experience in purchase, supply chain, terminal business, shipping & logistics service/import/export or in shipping/freight forwarding business
- Strong Languages knowledge: English/Mandarin
- Letter of Credit knowledge

- ERP experience (preferably in Pricing, Order management, inventory management, and billing modules)
- Attention to details & accuracy

**What's on Offer**

Attractive salary package