

# Production Assistant

- **Progression Opportunity - training provided**
- **Location, Brisbane Kelvin Grove**
- **Competitive salary**

Due to our continued growth we are seeking a Production Assistant with a high level of drive and passion to succeed.

This role would be perfect for a graduate with 2-3 years' experience in a similar field.

## **Your key responsibilities will include:**

- Estimating
- Scheduling - Prioritizing jobs based on material and component supply, along with clients ETAs
- Processing and following up on stock and purchase orders
- Quality control of goods in and out
- Liaising and developing good relationships with our suppliers
- Creating tax invoices and emailing to client
- Logistics
- Costing's - Data entry
- Documenting - creating and keeping detailed records
- Answering and directing phone calls
- Organising and directing maintenance of our factory and showroom.
- Space management - movement of furniture around the factory
- Supervising the factory hand

## **To be successful in this role you will be expected to have the following**

- Administration experience - minimum 2 years
- Excellent time management
- Organizational skills - your self and others
- Leadership skills
- High regard for customer service
- Ability to initiate, motivate, and foster cooperation of suppliers and factory staff
- Highly developed verbal and written communication skills
- Great attention to detail
- Exceptional analytical and problem solving skills
- Strong PC skills in Microsoft Office & Excel
- Ability to read and interpret auto cad drawings
- Proven track record of achieving business and personal goals

The Comax culture is fun - creative - young - goal orientated - successful - positive

Experience in a similar industry with a design background would be an advantage.

No recruitment agents please.

Only short listed candidates will be contacted.

For further information please phone Susan Denham (07) 3356 0328

Alternatively, please send your CV and Cover Letter and Linked in profile to:

[susan@comaxaustralia.com.au](mailto:susan@comaxaustralia.com.au)

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