



GT-EX is looking for an energetic member to join our Melbourne Operations Team, in the role of **Operations Supervisor** at our Keilor Park depot.

About us:

We are a family owned and operated company, with nation-wide offices and a history spanning 20 years.

GT-EX is the courier partner for forward-thinking businesses looking for reliability, customer care and simplicity when sending everything from documents to packages across the nation and globe.

Our mission:

To become Australia's premier transport company, with an identity built around trust and a relentless focus on customer satisfaction.

We aim to redefine the industry through our energy, accuracy, innovation and accessibility - be bar raisers and set a standard found nowhere else.

Why we exist:

To provide value to customers that have been forgotten by an industry that prioritises scale and automation, over personal and transparent services.

Who we service:

Corporates and SME's launching B2B projects, products & services and their everyday business continuity.

What we offer:

Express courier services that deliver exceptional customer experiences, from booking shipments to track & trace systems, all backed by our commitment to support and reliability.

**What we value:**

- Leadership
- Effort
- Attitude
- Innovation
- Teamwork
- Results

Why us:

Working as part of a developing company means new opportunities are regularly arising as we continue to grow.

Our management team is hands on and highly supportive, making transitioning into the role a smooth and enjoyable experience.

You will be supported by a motivated team wanting to make a difference and put their best foot forward, which provides a work environment conducive to you succeeding.

Why we're a great place to work:

- Growing and agile company with opportunities for growth
- Great team environment
- Work with well-known brands to provide valued services
- High-performing team with a strong customer service culture
- Great intercompany communication between all employees
- Great perks

Role:

Your job is to manage a small driver team, warehouse duties and be the link between head office in Sydney and the Melbourne team.

Key Tasks:**Depot & Driving**

- Leading the driver team & operation
- AM Freight Processing
- Re-packs/re-labels



- Stock control of packaging materials/labels etc
- Receiving/sending third party deliveries
- Unloading/loading trucks
- Keeping kitchen/bathroom etc clean
- Ensuring drivers have any external paperwork and/or special instructions for appropriate jobs
- Delivery and pick-ups
- Business continuity management; IT, rostering

3PL Management

- Receiving and counting stock arrivals from 3PL customers
- Identifying/rectifying any discrepancies
- Maintaining Inventories/spreadsheets, updating as comes in/out
- Keeping Storage database up to date, so appropriate storage charges are made
- Understanding how to read through emails and messages, that are sometimes vague, and being able to make a coherent plan for execution of jobs with multiple touch points, and multiple internal/external staff members involved
- Problem solving
- Overseeing/doing re-packing jobs - organising temp staff as required

Required Skills

- Good driving and navigational skills
- Organised and proactive
- Versed in Excel / Google Sheets
- Proficient with computers and technology
- Full class driver license
- Friendly customer-service attitude
- Work as part of a team who support each other
- Attention to detail
- Commitment to service excellence
- Commitment to safe work, WHS requirements, and cargo security

Hours & Remuneration

- Regular day: 0830-1630
- Overtime included in annual salary
- Salary range: \$70,000 - \$75,000
- Perks: Vehicle & equipment provided



Prior Experience & Training

If you have not worked in the logistics industry, it is not something to worry about, as our systems and processes are easily learned.

If you consider yourself a problem-solver and good team player, we will develop your skill set to be successful in the position..

Skills that you learn whilst in this position are easily transferable and this is a great opportunity to be a part of a fast growing company, in an exciting and stable industry.

Please email the following to alex.stenberg@gtex.com.au / daniel.heeps@gtex.com.au

- Cover letter: detailing why you are a great fit for the role.
- Resume

We are excited to offer this opportunity and eager to welcome a new leader into our proud organisation.

Best,

Alex Stenberg
Chief Executive