



Operations Administration Assistant

K&S Freighters, a national market leader within the transport and logistics industry, has a vacancy for a talented and focused Operations Administration Assistant to join our team based in Kewdale, Perth.

Main Responsibilities:

- Performing a variety of administration tasks within our local transport division.
- Pricing and invoicing.
- Accounts Administration / financial reporting.
- Maintain KPIs
- Raising internal charges between branches.
- Ensuring the integrity of documents such as consignments, run sheets and other operational paperwork.
- Assisting management as required.

Selection requirements:

- Transport industry knowledge preferable.
- Good level of computer literacy including Microsoft Office applications.
- Strong attention to detail.
- Focused and a quick learner.
- Strong organisational and time management skills and the ability to prioritise and work under pressure.
- Effective written and verbal communication skills.
- Problem solving skills and a high level of initiative.
- Commitment to providing exceptional customer service.
- Ability to work as part of a team and autonomously.
- Intermediate to advanced level of Excel and high standard of numerical skills.

Please forward your application to

HR Officer, K&S Freighters Pty Ltd

PO Box 57, Laverton VIC 3028

Email: careers@ksgroup.com.au

K&S Freighters is an Equal Opportunity Employer