

The Roofing Store

DISPATCHER

- Great Benefits including competitive remuneration, Health Insurance and Life Insurance Package
- Permanent full-time opportunity - immediate start – Manukau location
- Made to order, fast paced process, high achieving, supportive and fun working environment

About the role:

Great opportunity for an experienced Dispatcher to join a well-established roofing manufacturing company that provides a range of steel products and solutions to our customers throughout NZ. We run a busy operation, this is a fast-paced, hands-on environment with made-to-order roofing/steel accessories and products for the building industry with often next day and 2-3 days lead time delivery requirement.

Working together with another Dispatcher and reporting to our Warehouse Manager, you will play a key role that will create that essential link between our roofing manufacturing and our valued customers. The hours of this role will be between 7:30am – 4:00pm, Monday to Friday.

Punctuality and reliability are the key to this role, you must be a team player and be able to work unsupervised!

What you will be doing:

- Picking, receiving, and dispatching orders for products and deliveries
- Following up on uncollected orders
- Making sure all inventory processes are completed same day
- Packaging and quality control checks
- Liaising with trucks and drivers to pickup/drop off and efficient loading and unloading of trucks
- Monitoring stock levels
- Daily housekeeping within the warehouse to keep workplace safe and clean

Our ideal candidate will have the following skills/experience:

- 2 years + Dispatch experience within a manufacturing warehousing environment of roofing materials
- Ability to work towards targets and meet specific deadlines
- Good attention to detail and organisational skills
- Ensure efficient dispatching of products in accordance with company procedures and customer requirements
- Answer queries from customers and internal staff regarding deliveries
- Hands on approach is essential
- Good communication skills
- Customer service skills and has a 'can do' attitude!
- Physically fit and able to lift up to 25kgs
- Forklift license and experience
- Restricted or Full Driver's license and reliable transport
- Reliable with great attendance
- Computer literate

Please send your CV & Cover Letter through to careers@theroofingstore.co.nz or call Elina on 021 562 073 if you have any questions.

We look forward to hearing from you!

Unfortunately, we don't always have the time to respond to all applicants. Only candidates who match the required level of skills and experience with the rights to work in New Zealand will be contacted.

