



POSITION VACANT
POSTAL SERVICE OFFICER/PARCEL DELIVERY OFFICER ASSISTANT

We are busy operation servicing not only the Nhulunbuy Community but also the East Arnhemland Region. We'll support career development and growth throughout our business.

Job Description

We are for fulltime & part-time staff member to join our team. You will be offered the opportunity to work in a role where you will learn a variety of tasks that give you the scope to develop your skills and start a career within DBK Nominees.

The roles

- Processing of customer sales
- Stock Maintenance including rolling Stocktakes, gap scans
- Merchandising
- Maintain Price Tickets and store standards
- Customer Service, proactively approach customers in store, engaging with customers, providing expert advice on product and service
- Mail room duties
- Postal box management

Does this sound like you?

- Excellent customer service skills
- Loads of energy, proactive with a 'can do' attitude
- Team player with good communication and interpersonal skill
- Experience in retail
- Experience in postal services, not essential as we will provide training
- Good verbal and written English
- Fit and able to lift heavy items
- Safety conscious, maintain tidy work areas
- Attention to detail
- Flexibility and availability to work roster Monday to Saturday
- A current Australian driver's license
- **A police check is essential for this role.**

Benefits

- Career support
- Be rewarded with a good work life balance
- Ongoing training to help grow & develop

If you are seeking a role with diverse opportunities where you can create meaningful customer relationships and work with local team, please contact us at Gove Warehouse at enquiries@govewarehouse.com.au or simply apply today.
