

Positions Vacant Production Assistant / Dispatch Person

ICT International is a sales and marketing company with expertise in environmental, scientific and agricultural instrumentation. The marketing of this instrumentation is based on over 25 years commercial and research application experience. The company has a strong national and international customer base dealing with the leading research scientists and environmental professionals around the world.

The successful applicant will:

- test instruments, assemble, pack and dispatch order nationally and internationally.
- liaise with the order processing, sales and engineering departments on a daily basis.
- provide an invaluable role in shipping the ICT International product lines to Australia and the world.

Duties:

- Order assembly and order packing
- Order dispatch via local truck couriers and international couriers
- Dispatch and collection of mail via Australia Post
- Instrument testing – final testing of various soil & plant monitoring sensors & data loggers prior to dispatch
- ICT data logging systems configuration and testing
- Basic cable configuration
- Assist with stock control

The position is permanent. Salary: commensurate to skills and experience.

Selection Criteria

Required Skills:

- Knowledge of basic electronics or other related industries.
- Sound computer skills but a willingness to learn additional computer skills
- Attention to detail and a sound understanding of the importance of customer relations
- Advanced organisational office skills, initiative and the ability to work independently.
- High level written and oral skills.
- Ability to work as part of a team
- Drivers licence

Preferred additional skills but not essential

- Advanced knowledge of electronics or other related industries.
- Experience using dispatch and or stock control software packages

Qualifications

1. Tertiary qualification with work related experience.
2. Or an equivalent alternative combination of relevant knowledge, training and /or experience.

Applicants should ensure that they address all the selection criteria in their applications. Forward applications and resume to The CEO, ICT International Pty Ltd PO Box 503 Armidale NSW 2350 or sales@ictinternational.com.au. Enquiries to Susan Cull, phone 02 6772 6770. Closing date 29th January 2010.