



LOGISTICS OFFICER PERMANENT, FULL TIME ROLE

Acrux wishes to appoint an enthusiastic and committed Logistics Officer to support the development of speciality and generic products. The Logistics Officer will process and track purchase orders, organise and prepare documentation for freighting of dangerous and hazardous substances and partake in all compliance activities. They will also assist and oversee contractors and compliance activities.

As a strong team player, reporting to the HR & Facilities Manager, the ideal candidate will have a post secondary science qualification with a thorough understanding of and experience in a laboratory environment including strong knowledge of dangerous goods, poisons, general laboratory hazards and inventory systems experience. The will also have considerable administrative experience including database management, filing and have a strong telephone manner to assist reception.

The successful candidate will have experience in a busy laboratory and possess excellent communication skills and practical abilities. Strong organisational skills and attention to detail whilst able to multi-task and prioritise. The key to this role will be your flexible “can do” attitude, attention to detail, excellent work ethic and initiative whilst working autonomously or as part of a team.

Acrux offers a dynamic environment that fosters a work culture emphasising teamwork with a commitment to attract and retain highly motivated and qualified people. The working environment at Acrux is one that embodies our vision and values, celebrates diversity of background and thought, and supports a balance of professional and personal needs.

Please contact Sharon Consiglio on 8379 0100 for further information or apply with your resume to sharon.consiglio@acrux.com.au, or Acrux DDS Pty Ltd., Level 1, 103-113 Stanley St, West Melbourne, VIC 3003.

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