

Logistics Officer

Position Description



Overview

Can you move an electric car from Japan to a new owner in Australia? That's what we do and we are looking for someone to help us do it!

The role is pivotal to the daily operations of our business and requires a high level of autonomy and personal responsibility to conduct the administrative tasks required to progress cars through the supply chain. We also need someone who has the nous to recognise and apply process improvements.

About the Good Car Company

The Good Car Company is a Tasmanian-based company that exists to decarbonise transport. We do this by providing affordable electric vehicles. In December 2019 we delivered Australia's first EV bulk-buy in South Hobart and we are now delivering vehicles throughout Australia. As we grow we are looking for passionate people with attention to detail who want to grow with us.

Company Culture

The Good Car Company exists to decarbonise transport. We value the following:

- Honesty
- Integrity
- Passion for reducing environmental harm
- Pro-active systems improvement

We are a scale-up with evolving systems. We value those who can recognise problems and, importantly, step-in to create solutions.

Responsibilities

- Ensure vehicles flow through the supply chain, including communication and document provision to our suppliers and problem solving.
- Identify and manage vehicle supply delays. Solve delays for individual cars and

continually optimise supply chain processes to build in stability.

- Meet KPIs, particularly regarding the time it takes for cars to flow through various aspects of the supply chain.
- Communicate internally about car status and progress - identifying delays as soon as possible and quickly communicating these with the relevant team
- Ensure continual operation and optimisation of monday.com automations

Requirements

- Demonstrated training and experience applicable to supply chain management. Those with training in a detail-focussed industry such as accounting or business administration will be considered, provided this is coupled with great interpersonal and english-language skills
- Savvy relationship management
- Builder - Aptitude for identifying how systems can be improved to minimise time and improve company operation
- Aptitude for scenario planning and strategy implementation during changing situations - eg global pandemics!
- Customer service experience
- Monday.com skills can be acquired on the job, but pre-existing skills and experience will be highly valued.

Reporting

This position ultimately reports to the Logistics Manager (Sam Whitehead). You will provide critical support to other teams, particularly those in customer service.

Hours, Pay and Award

Location

The successful applicant will ideally be based around Hobart, with the flexibility to work principally from home with some regular visits to the Hobart office. Exceptional candidates located elsewhere will be considered.

Hours

4 days per week.

Rate

\$34 per hour, based on the National Employment Standards.

Contract duration

Ongoing.

Applications

Please provide a cover letter and cv for the position. Applications Close at Midnight 25 April, 2022.

