

SOE and Operations Assistant

Our mission drives us, our passion fuels us, and our customers make us every day, inspired. If inspiring Australian and New Zealanders to live, dream, and do is something that inspires you, joining us is something that you should consider.

To work closely with our supportive and diligent Operations team, we are currently seeking a detail oriented, and solutions focused SOE and Operations Assistant to ensure that our external warehouses operate cost effectively and meet their relevant KPIs.

Our Operations Assistant will support the achievement and maintenance of high customer satisfaction for internal and external customers while aiding in ensuring operational activities remain efficient and cost effective.

What will you do?

- Sales Order Entry and processing
- Provide timely and complete customer service
- Process RA's
- Prepare a number of monthly and weekly reports including:
 - Monthly Management report for Targus Australia
 - Bi-Monthly operational reports for Targus/Star Track operational review.
 - Monthly DIFOT report
 - Monthly Opex report.
 - Prepare weekly KPI reports.
- Continual development of skills required for the role and keep up to date with emerging trends and practices
- Support the development of adhoc reporting and forecasting
- Create and maintain highly functional relationships with key stakeholders both internally and externally
- Manage Australian Packaging Covenant requirements and annual review process

As our SOE and Operations Assistant your personal talent tool kit will hold:

- Tertiary qualifications in Business, Logistics or equivalent experience
- 1-2 years' in Logistic or Supply Chain Management
- Exposure to salesforce is advantageous
- Exposure and understanding of the Sales Cycle
- Exposure to Microsoft Dynamics 365
- Flexibility to work effectively with a wide range of management styles and personalities
- Ability to prioritise work schedules to meet deadlines
- Communication
- Problem Solving
- Attention to detail
- Intermediate Microsoft office suite

If this is a role and a company you would love to join we would love to hear from you! To apply send your resume to anzcareers@targus.com with the reference SOECSO0621 in the subject title.

At Targus we are an equal opportunity workplace. We value diversity in our workplace and believe it is pivotal in our pursuit to enable leaders, dreamers and doers to be everyday inspired. We encourage anyone with the talent to succeed in this role to apply.

