



Receiving & Despatch – Location Dandenong South

About us

The Book House is an Australian family owned and operated business established in 1979 that has built an excellent reputation in providing high quality, timely services to Libraries and Schools across Australia.

The Book House is a client focused, service driven business that is looking to strengthen our high functioning and innovative team.

The Role

The Book House is looking for a motivated team member to join our Dandenong team on a casual basis to support our receiving and despatch teams.

This position will involve receiving and unpacking materials (mostly books), reconciling stock against supplier invoices, allocating stock to the correct locations, preparing customer orders for other departments and for despatch to clients.

Preference will be given to someone with experience in the book industry, either retail or publishing, however this isn't essential as you will receive on the job training.

This role is physically demanding and would best suit someone that enjoys being physically active and working on their feet.

Skills and attributes:

- Competency with Microsoft Excel and general computer knowledge
- Able to carry and move boxes and tubs of books
- Attention to detail while maintaining speed and accuracy
- Retention of information for a variety of clients
- Enjoy working with your hands and being on your feet
- Disciplined and well organised
- Able to work to exact specifications
- Comfortable following directions
- Good time management, and
- Able to work well in a team

To apply please send a cover letter and CV to the contact listed below:

The Book House

Email: SarahC@thebookhouse.com.au