

# ASSEMBLER - STOREMAN

SUIT PERSON WITH PROCESS ASSEMBLY SKILLS AND STORES EXPERIENCE.

April 20<sup>th</sup> 2021

**Typical duties include but are not limited to: -**

Receiving & Quality checking  
Picking, Assembling, Packing  
Despatching goods  
Booking freight: - via PC  
Fork Lift use on/off carriers  
Service Jobs entry & tagging  
Inventory control & reporting  
Other duties sales, admin, stores related.

**Plus:-**

Mechanical assembly pumps  
Wiring & testing (low voltage)  
Kit builds

NB:- Position demands various skills working between stores & assembly.

**About us: -**

JAVAC is a well-established, and innovative, company, specialising in Hi - Tech vacuum and refrigeration process technologies, operating from a new 3000m<sup>2</sup> facility in Rowville, opposite Stud Park.

**The role: -**

The applicant will work between assembly work and stores, receipting goods, count and place goods in designated areas and manage such areas in a neat & tidy format, or deliver goods to production or service as necessary. Importantly working with sales the applicant will pick & pack goods, assembly kits where necessary into subassemblies and book via computer transport pick up.

The company has a busy and positive work place environment, and is ideally suited to an applicant who is vibrant, very reliable, self-motivated, and punctual in attendance.

Assembly duties may include wiring pumps, fitting chassis building subassemblies of refrigerant recovery machines or vacuum pumps.

Learn more about us - [www.javac.com.au](http://www.javac.com.au)

**About you:-**

An excellent command of English is necessary for written work and computer entry, plus a solid understanding of the protocols of stores and despatch. Preference will be given to those with prior experience who can add value to the position.

Only persons with experience in the target areas will be considered, please do not apply if you do not have the noted skill set.

A knowledge of tools such as those used in the HVAC industry will be an advantage as would knowledge of some QA procedures.

You must present in a professional manner, communicate well and be able to work in a team, with the outlook to optimise the stores function within the business.

Accuracy and attention to detail is also important asset for this role.

You must be fit and able to perform modest lifting, packaging and handling of inwards, stored and outwards goods. This is a dynamic role not an office role.

To summarise, the role is that of a stores and assembly, the ideal candidate will have prior experience in stores, some administrative experience, QA knowledge and skilled in areas of assembly and be capable of adding value to the company activities in related areas.

**Benefits:-**

A negotiable salary, secure and positive working conditions and long term potential await the right applicants who may wish to have a job that is near to home which should give them long term career stability.

Experience is essential at least 5 years in desirable.

Fit and able to perform under pressure.

You must have fork lift licence

You must recognise safe work place practices

Applications should be in writing detailing relevant experience and previous achievements.

Important:- JAVAC maintains a COVID safe work place with appropriate protocols in place, early interviews maybe via phone or MS-Teams.

This position is available immediately.

If you have what it takes tell us why we need you as part of our team?

JAVAC Pty Ltd  
36 Enterprise Drive  
ROWVILLE 3178

E - [jobs@javac.com.au](mailto:jobs@javac.com.au)

Please apply in writing stating your experience and qualifications.

The application form should include answers to these questions:

Do you have the right to work in Australia?

How many years' experience do you have as an assembler?

Do you have a current Police Check (National Police Certificate) for employment?

How would you rate your English language skills?

Do you have picker packer experience?

Which of the following forklift licences do you have?

Do you have data entry experience?