



Postal Co-ordinator/ IT Assistant

Quickmail is a family operated company that currently requires a Postal Coordinator/ IT Assistant. This role includes a mix of duties including liaising with Australia Post to organise bookings and lodgments as well as with internal staff to ensure that mail is prepared and lodged correctly. You will also be supporting our Data Administrator by preparing print jobs and operating our office printers and other small machinery. Other duties will include reporting and general administration.

Working as part of a team, your day will be both busy and varied. It's an ideal opportunity for a candidate who takes pride in their work and learns quickly.

Required Skills;

- Attention to detail and high levels of accuracy in a busy, fast paced environment
- Ability to work in a team environment and communicate effectively with staff and management
- Strong IT skills and trouble shooting capability- including MS Office Suite
- High quality and customer service focus
- Ability to work to deadlines and multi-task with excellent time management skills
- Ability to use and understand mail house machinery such as printers, inserting machines.

Desirable Skills;

- Industry experience in a mail house or printing environment
- A knowledge of Australia Post mailing systems ie. Print post sorting, pre sort, full rate, bar coding.
- Basic OH & S Knowledge

Training will be provided where necessary.

This role offers opportunities for growth and progression to the right person. If you are someone who enjoys working in a small team environment and are passionate about producing high quality work then we look forward to receiving your application.

Please email your resume and covering letter to sophie@quickmail.com.au or mail to 1714 Albany Highway Kenwick WA 6107.