

Warehouse Assistant

Location: Kalgoorlie, WA

Employment type: Full Time

Are you looking for a warehouse role with variety, and opportunity for career growth? Join one of Australia's largest lifting equipment sales & service companies.

- Join a dedicated, growing, service-focused team with national support and reach.
- Broad development opportunities in warehousing, sales, or service and production.

Certex Lifting supplies lifting equipment, steel wire rope, height safety and other lifting solutions, along with connected services including testing, servicing, and assembly of lifting products for industrial projects. With over 125 employees spread across ten Australian sites, Certex Lifting is one of Australia's largest lifting equipment and service companies.

The Role

Working as part of a small branch team in our Kalgoorlie Branch, your role will include all activities related to stock management, including coordinating ingoing and outgoing stock to meet both branch and customer needs.

The work is typically Monday to Friday, but overtime and weekend work may also be available, paid at penalty rates.

A snapshot of the role includes:

- Day-to-day activities of stock management (goods receiving, unloading, picking & packing, despatching, stock control, and quality assurance).
- Ensuring compliance of warehouse documentation.
- Meeting customer service and delivery standards.
- Regular stocktake and inventory activities.
- General warehouse duties including maintaining a clean workplace.
- Data entry as required.
- Candidates with the right attitude and aptitude may also be trained to undertake service technician work, including inspection, manufacture, repair and testing of new and in service lifting, rigging and height safety equipment.

What we are looking for

This is a service-based role so excellent communication and time management skills are a must. We are also looking for the following skills, experience, and qualifications:

- You pay careful attention to detail and have good numerical literacy.
- You have good time management skills and can meet deadlines without compromising safety.
- You can follow work procedures and directions.
- Experience in a warehouse or workshop environment.
- A current, unrestricted driver's license, (provisional licences will be considered).
- A Forklift High-Risk Work Licence (or, if you meet all other criteria, the ability to obtain one).
- You are able to work in a physical environment, including manual handling and lifting (safe) loads in accordance with WHS procedures.
- You are willing to undergo a pre-employment medical, including drug and alcohol screening.
- You have the legal right to work in Australia on a full time, permanent basis.

Ideally you will also have

- Experience working in a manufacturing or industrial setting.
- Exposure to environments that require rigging, lifting, or height safety equipment.
- A current first aid certificate.

Who we are looking for

We believe that who you are is as important as what you have done. We can always train skills, but your attitude, habits, and attributes will set you apart in the selection process.

- You have a positive attitude and can work effectively in a cross-functional team.
- You are comfortable working in a digital environment, and able to learn new systems.
- You are interested in the safety industry and have a demonstrated commitment to safety.
- You know how to make things happen – you are adaptable, able to find solutions, and can effectively communicate.
- You are far-sighted – understanding the impact of your actions on the future and acting to prevent future issues.

- You are good to work with – considerate, professional, and courteous towards your teammates.
- You are interested in learning and growing your skills, and keen to participate in training and development.
- You are adept at learning new information, grasping new concepts quickly, and applying learned knowledge effectively.

Why this is a good opportunity

With over 125 employees spread across ten Australian sites, Certex Lifting is one of Australia's largest lifting equipment and service companies, with a far-sighted focus on sustainable growth.

We pride ourselves on being good to work with, and this translates to a friendly, open, and comfortable company culture.

We are committed to providing opportunities for development to employees to ensure they have the confidence and knowhow to provide superior customer outcomes and want to be a long-term part of the team.

How to apply

If you believe you have what we are looking for and want to be part of the team, [**apply online now.**](#)

If you want an opportunity to showcase your excellent communication skills, we encourage you to include a cover letter.