

Molmic

Proudly Australian Made

Production Assistant

Department:	Production
Position:	Production Assistant
Location:	Airport West, Melbourne, Victoria
Hours:	Full time. Monday – Thursday 7.30am – 4pm Friday 7.30am – 1.30pm
Salary:	Based on experience

Molmic is an Australian made and owned family business who are proud to have been making sofa's for over 30 years in Melbourne. At Molmic we proudly manufacture sofas, chairs and beds in various fabric and leathers.

The Position

No formal qualifications are necessary, however, you will need computer skills, be physically fit and have a positive attitude, the ability to help in a variety of roles, throughout the office and factory as required.

Duties include but not limited to:

- Fabric receiving
- Production list preparation – Fabrics
- Stock control - consumables
- Invoicing
- Assist in organising dispatch
- Couriers / Transport
- General Administration
- Logging off work
- Entering Proof of deliveries
- Production Label preparation
- Assist production purchasing and scheduling

We are looking for someone who is:

- Willing to learn
- Punctual and reliable
- Has computer skills
- Can take instruction well
- Ability and confidence to work under your own initiative
- Be able to lift up to 25kg

Must be hardworking and reliable. It is a great working environment with lots of room to grow in the role.

Located conveniently in Airport West, Melbourne, Victoria.

If you believe this is the position for you, please email your resume and cover letter to careers@molmic.com.au

Please note that only suitable applicants will be contacted for an interview in our Airport West office.