



## Maintenance Support Clerk

Hays • Brisbane CBD QLD



Base pay

\$60,000 - \$80,000



Work type

Not provided



Contract type

Permanent

### Skills

GENERAL COMPUTER SKILLS

### Full job description

#### Your new company

Your new company is a leading pioneer in the technology market. With business segments providing advanced defence and commercial technologies across air, land, sea, space and cyber domains, this company has an exciting opportunity for a Maintenance Support Clerk to join their team based in Brisbane.

#### Your new role

In your role as a Maintenance Support Clerk, you will be responsible for assisting with tasks within the Maintenance Support area to support contractual performance requirements.

Your key responsibilities include:

- Assist in the stocktaking of CoA CCI assets located in Overseas SCA's
- Assist with the yearly Harris stock take of all ORACLE stock
- Creation and completion of Repair Maintenance Authorisations (RMAs) within Mercury, Oracle, Premiere, RMA and SharePoint registers
- Update Maintenance Support Supervisor of any issues affecting the Maintenance Support area of responsibility
- Other duties as directed by the Supply Chain Manager

#### What you'll need to succeed

To be successful in this role you will previous experience as a Maintenance Support Clerk within the Defence Industry. You will also possess:

- Understanding of Defence Warehousing, Supply Chain, and Inventory

### Job details



Date posted

06 Jul 2022



Expiring date

06 Jul 2023



Category

Government, Emergency & Defence



Occupation

Maintenance & Handypersons



Base pay

\$60,000 - \$80,000



Contract type

Permanent



Job mode

Standard business hours



Work Authorisation

Australian citizen / Permanent resident

#### Control

- Well-developed written and oral communication skills (able to converse with internal/external customers)
- Ability to work in a dynamic team environment, ensuring area is always safe
- General computer skills/knowledge

Please note Australian Citizenship is essential for this position as you will be required to have a NV1 security clearance.

#### **What you'll get in return**

In return, you will be offered a competitive salary and a permanent opportunity based in the company's Brisbane head office. You will be working on exciting projects that are current and in the near future and will be key in being a part of the team. To jump on-board with this excellent company, apply today!

#### **What you need to do now**

If you're interested in this role, forward an up-to-date copy of your CV to [Madison.stanley@hays.com.au](mailto:Madison.stanley@hays.com.au). If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career.

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