



## **Operations Clerk (Underwood)**

- **Do you want to work in a diverse and dynamic environment?**
- **Want to join an organisation that is a leading innovator in the waste management industry?**
- **Have you got the drive to play a role in leading our business into the future?**

We are an Australian, family-owned business with a dynamic attitude that values our people, their safety and the environment. Recognised as innovative leaders in waste management, we deliver quality in customer service, corporate social responsibility, and a workplace culture where people choose to stay.

**Who are you?** You are a professional, outcome focused person with well developed time management and customer service skills. You are looking for a challenging position in a fast paced depot environment and are able to fit into a small, efficient and effective hard working team. You have a strong service ethic, the ability to multi-task, and demonstrate an enthusiasm and determination to achieve the duties required as part of this role.

As Operations Clerk for our Underwood office you will be involved in:

- Customer Service (customers and local authorities);
- Two-way radio communications;
- Job Scheduling;
- Run-sheet keying;
- Any other duties as requested by management.

**What are your rewards?** You will work a five day week (Monday to Friday), with your remuneration negotiated commensurate with your qualifications and experience. In addition, you will have the opportunity to work as part of a flexible, innovative and safe workplace.

If you believe you are the right candidate for this position, please send your application to:

J.J. Richards & Sons Pty Ltd, PO Box 252, Springwood QLD 4127.

Or via email to [careers@jjrichards.com.au](mailto:careers@jjrichards.com.au).

***JJ Richards offers rewarding careers in, Transport, Waste Operations, Workshops and Mechanics, Sales, Materials Recovery, Science, IT, Finance, Engineering, Environment, Management, Administration, HR, Safety, Training, Systems Management, and Transfer, Treatment and Landfill Facilities. Start your new career today!***