



**CONUNDRUM
HOLDINGS**

Leading Hand – Weighbridge Officer

Conundrum Holdings is a family-owned business with a reputation for industry leading practices, with quarries and pre-mixed concrete sites across Victoria.

Why join our Team?

Join a supportive, experienced team committed to your Health, Safety and Wellbeing. We offer ongoing training, opportunities to diversify your skills and above-Award rates to reward your hard work.

What's the Role?

Reporting to the *Quarry Site Manager*, you will play an integral role in the day-to-day operations of our Northern Quarries. This role would suit someone who enjoys working in a fast-paced environment, takes pride in delivering excellent customer service and has a strong commitment to safety. An understanding of the quarrying industry is advantageous; however, a willingness to learn and develop your knowledge is equally valued.

Primary tasks include:

- Accepting, setting-up and dispatching crushed rock and aggregate sales.
- Managing truck scheduling ensuring compliance to NHVR obligations.
- Proactively support sales and marketing activities by identifying opportunities, promoting our products and representing the company professionally to help strengthen our market position.
- Undertaking administration duties including monitoring persons entering/exiting site.
- Communicating with customers and your team to ensure customer satisfaction.
- Complying with policies, procedures and applicable legislation, including completing ongoing training, daily checklists and reporting requirements to ensure the safe performance of all duties.

Site: Northern Quarries

Location: Epping, VIC 3076

Employment Type: Full-time, permanent

Working Hours: 40+ hours/week (overtime as required)

Remuneration Package: Above Award rates drawn from the Cement, Lime and Quarrying Award are offered with annual wage reviews. All leave entitlements, including 13 RDOs /year.

Training Opportunities: Both internal and external training will be offered



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Do you have what it takes?

- Previous experience working in a quarry weighbridge environment would be highly advantageous
- Experience in one or multiple of the following areas – administration, leadership, marketing or transport logistics (*a tertiary qualification is preferred but not essential*)
- Exceptional attention to detail with high level problem solving, multi-tasking and time management skills
- Excellent communication and customer service skills
- Honesty, integrity, fairness and a positive attitude
- High personal hygiene and presentation standards

Application Process

Job Description provided upon request. Interview process includes skill testing in literacy and numeracy. Pre-employment medical (incl. drug screen) and six-month trial period are required.

How To Apply

Email personnel@conholdings.com.au the following:

- Cover letter
- Resume
- Evidence of driver's licence and relevant qualifications/licences.
- Conundrum Holdings Site Induction -Certificate of Induction (www.conholdings.com.au)

For site safety information, company overview and career opportunities visit our website at www.conholdings.com.au/careers.