

Supply Officer – Manufacturing Control

Niagara is committed to helping people of all ages gain improvement in the important areas of health and mobility. Since introducing Cycloid Vibration Therapy products to the USA in 1949, our Company's vision to help people feel, move, and live better led to an expansion throughout Europe, Africa & Australasia.

Within the Australasia region, Niagara Therapy is fully Australian Owned with its own purpose-built manufacturing facility in Queensland. All Niagara CVT devices are listed on the Australian Register of Therapeutic Goods (ARTG) as a Class IIa Medical Device.

About The Role

This role is a permanent, full-time position commencing as soon as practicable based in Parkinson (south-west of Brisbane) within our Australasian Head Office and Manufacturing Facility.

This is a fantastic opportunity for a savvy administrator with a working knowledge of logistics to shape this pivotal role into your own. You will be well supported and encouraged to take on responsibility and become a highly respected part of our small, close-knit team.

We are looking for someone who has experience in a stock/supply warehouse, store-person role and is looking for their next challenge.

Duties will include, but are not limited to the following:

- Stock control of Finished Goods serialised inventory between businesses and stock locations.
- Manage annual stock take of Finished Goods, WIP and raw materials.
- Introduce system of regular cycle counts to control inventory. Analysis of count data to determine cause of losses/gains and make changes to resolve variations.
- Maintenance of BOM in response to Change requests or study to ensure they accurately reflect material and labour content.
- Development of a labour efficiency reporting tool to assist Production Management to make effective changes.
- Compliance and input to the company QMS system.
- Completion of Export / Import documentation and application for Certificates of Origin.
- Purchasing support in the absence of the Supply Officer Procurement.

Essential/ desirable Criteria:

- 3-5 years' experience in a similar role ideally in a medical product manufacturing environment.
- Ability to work under pressure, prioritise and multitask.
- A high level of ability in Microsoft suite, including Word and Excel – and to quickly learn our in-house CRM system.
- APICS Certification will be highly regarded.

Please attention your CV, with a covering letter and three referees to Sabine Eadie, HR & WHS Manager hr@niagara.com.au detailing your experience and your best approach to excel in this role.