

**Retail Sales & Sorting Assistant, progressing to Stock Flow Co-ordinator  
Permanent Part-time – Four days (30.4 hours) per week**

Reverse Garbage Queensland is a not-for-profit, worker-run co-operative located in Woolloongabba, Brisbane. We operate a reuse business that collects high quality industrial discards from a wide range of industries around the Greater Brisbane area, diverting them from landfill and selling them at low cost to the community through our warehouse at 20 Burke Street. We also operate an all-ages Environmental Arts Education Program that focuses on the creative reuse of these salvaged materials, and a Gift Shop (Reverse Emporium,) that sells items made by local artisans who work with salvaged materials.

We are currently seeking an organised and energetic person to join our team in the role of Stock Flow Co-ordinator.

This role will initially involve two days a week working on our retail sales counter and one day a week in the sorting area, as these are a great way to learn the basics of our reuse business. The fourth day of the week will be spent learning our existing stock control systems. After approximately 3 to 6 months, the job mix will shift to involve less sales and sorting and a much greater proportion of time spent on the following:

- overseeing the receipt of a wide variety of donated items and materials.
- triaging of these donations to sorting/storage/shop floor in concert with the sorting and shop floor co-ordinators.
- managing our inventory control database.
- improvement of existing and development of new stock management processes.
- reporting to the board on the performance of our stock control systems.

The successful applicant will also be required to work an additional day in our warehouse one Saturday approximately every four weeks on a rotating roster in sorting or sales, as well as participate in other work of the cooperative.

We are seeking someone who is keen to make a positive contribution to a not-for-profit organisation and passionate about issues surrounding sustainability, the environment and waste reduction. We are especially seeking individuals interested in the potential to play a significant role in the management of our worker-run co-operative by, in time, becoming a director of the co-op.

**Selection Criteria:**

**Essential skills/experience:**

- A wide knowledge of products and materials, particularly those typically used in art/craft/diy projects.
- Good material handling skills and a willingness to get one's hands dirty
- Excellent organisational, time management and problem-solving skills.
- Excellent customer service skills and ability to communicate in a clear and professional manner.
- Ability to self direct and work effectively both independently and as part of a team.
- A high level of computer literacy and experience with database operation (note – that doesn't mean you have to be a coder).
- A strong commitment to sustainability and understanding of issues surrounding waste and resource use.
- Good general fitness and dexterity.

**Desirable but not essential skills/experience:**

- Retail sales experience
- Experience in warehousing or stock management roles
- Work in a community based organisation
- Participation in committees, incorporated associations or boards of management.
- Understanding of meeting processes and the philosophy and practice of consensus decision making
- Ability to interpret financial reports and budgets
- Ability to develop policies and procedures
- Ability to assist with strategic planning

Remuneration: This is a permanent part time position. The wage is \$21.78 per hour and is based on the General Retail Industry award. Normal award penalty rates apply for Saturday work.

For further information, please call Bill Ennals (Monday to Wednesday) on (07) 3891 9744.

*Applications close at 5pm Monday 21 June 2021 with a commencement date shortly after.*

**Please send a letter of application addressing the selection criteria above (max 2 pages) and a short curriculum vitae (max 2 pages) including two professional referees to: [humanresources@reversegarbageqld.com.au](mailto:humanresources@reversegarbageqld.com.au).**