

Warehouse Logistics Technician

Join the dynamic and collaborative team at Katalyst Data Management (KDM)! KDM is seeking a Logistics Technician with great organizational skills. This is an exciting opportunity to play an integral role in achieving the company's goals. Qualified candidates will bring a strong attention to detail, an ability to work in a fast-paced environment and a great attitude.

- **Located in Balcatta, WA**
- **Full-Time position**
- **Monday – Friday, 8:30 a.m. – 5:00 p.m.**

The Company

Katalyst Data Management (KDM) is the global leader in hosted subsurface data management solutions for the oil and gas industry. From data capture and verification, to data storage and organisation, to marketing data online, our specialised data services cater to large multinational corporations, national governments and small independents. KDM's web-based iGlass services and their related controls, including system redundancy, are key differentiators in providing and maintaining high availability, 24/7 access for customers. Innovation and commitment has enabled KDM to provide excellence in both technologies and service qualities.

Key Responsibilities and Accountabilities

In this role you will provide warehouse support with a variety of tasks. The role works with local management and staff and is responsible for palletizing client data, the heat treatment and cleaning of media tapes and updating the company database on a client job basis. Great organisational ability, a high level of attention to detail, and the ability to multi-task are also required for this role.

Key Responsibilities:

- Palletize boxes and client data.
- Perform heat-treating and cleaning of client tape media.
- Operate media photo booth.
- Receipt & dispatch of shipments
- Client Interactions
- Manual handling and occasional courier duties
- Interchange of incoming data and outgoing shipments.
- Update Work Management Tool with comments and billing information for each job.
- Maintain a safe and healthy workspace.

Skills Required:

- Safety first mentality.
- Strong computer skills with an emphasis on Microsoft Excel
- Ability to lift up to 50lbs (23kg) and adhere to company safety standards.
- Strong communication Skills, both written and verbal.
- Team oriented

Required Education and Experience

- High-school diploma or equivalent.
- 1 – 2 years warehouse experience.
- Basic knowledge of Geophysical/Geological data and terminology (preferred)

Occasional Travel may involve errands for the company such as trips to the offsite physical storage site for requested client inventory items. Mileage is reimbursable to the employee at the current local government mandated rate per mile/kilometer.

Resumes can be emailed in confidence to jobs-au@katalystdm.com