

Office Assistant or Warehouse Assistant job at GVK

Job description



This job description has information about GVK, the job, and how you can apply for it.



GVKinsman (GVK) sell electrical parts to other companies. These parts help people do their jobs.

GVK want to hire a person with Down syndrome.

The job could be as either an **Office assistant** or **Warehouse assistant**



Where is the job?

GVK is in Sunshine West in Melbourne.

They have a big office and warehouse.

Everyone is very friendly.

How to get there on public transport



The closest train station to GVK is **Sunshine Train Station**.

This station is on the Sunbury line.

V-Line trains from Ballarat and Geelong also stop at Sunshine Train Station.

From **Ballarat** it takes 1 hour and 10 minutes to get to Sunshine Train station.

From **Geelong** it takes 50 minutes to get to Sunshine Train station.



GVK will provide transport to and from Sunshine Train Station which is a 5 to 10 minute drive.

What is the job?

Office assistant:



If you want to help in the office, tasks might include:

- typing information from invoices into the computer
- filing papers or saving files on the computer
- checking that purchase orders match invoices
- helping check that numbers are correct
- updating simple spreadsheets
- helping the accounts team with basic office tasks.

You do not have to do all of these tasks.

You can do the tasks you feel comfortable with.

Warehouse assistant:



If you want to help in the warehouse, tasks might include:

- picking items from shelves for customer orders
- packing items into boxes
- putting labels on boxes so they can be sent out
- putting stock back on shelves
- helping count stock
- keeping the work area clean and tidy
- working with team members to finish other jobs.

You do not have to do all of these tasks.

You can do the tasks you feel comfortable with.



What do I wear to work?

GVK will give an **Office assistant** shirts, jumpers, jackets and vests.

GVK will give a **Warehouse assistant** hi-vis shirts, jumpers, jackets and vests. You will also need to wear work pants and steel capped boots. GVK will help pay for these if needed.



This is a paid job

You will be paid for the hours you work.

You can choose how many hours and what days you work.

About you



To apply for this job you must:

- have Down syndrome
- be over 18 years old
- be friendly and like to work in a team
- be reliable
- be on time
- want to learn new things
- like keeping things tidy
- follow safety instructions
- like working in a team
- want to work hard and do a good job .

How to apply



To apply for this job:

1. Click on the link below
2. Fill in the application form.

<https://downsyndromevictoria.snapforms.com.au/form/employment-connections->

In the form you will:

- Answer some questions
- Upload your resume.

Please tell us in the form if you would like to do the Office assistant job or the Warehouse assistant job.



You need to apply for this job by **Sunday 19 April.**



You can ask Bree if you have any questions or need support to complete your application form.

Email: breem@dsav.asn.au

Phone: 0402 799 012