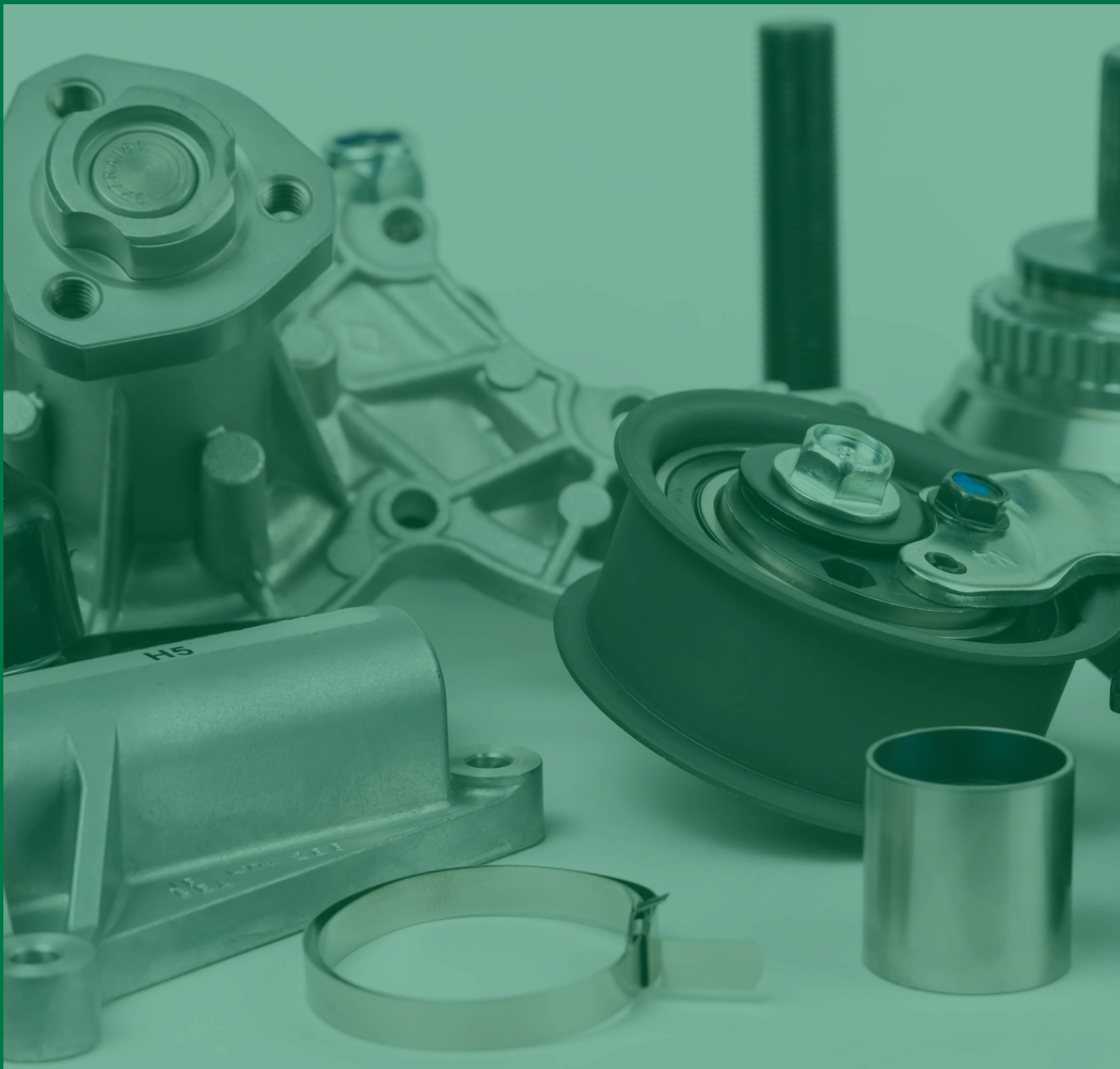


Position Vacant

DOYLE
GROUP

Parts Interpreter





Position Information:

Position: Parts Interpreter

Doyle Group is a full service Integrated Group delivering contract crushing and screening, civil infrastructure and services, bulk transport and logistics, property and project development. Based in Townsville and operating throughout the north and central region of Queensland over 60 years.

Your Opportunity:

As our Parts Interpreter, you will work closely with our Workshop Manager to ensure our large fleet is maintained and available to our high standards. You will uphold our reputation of a safe, well maintained heavy earthmoving and heavy haulage vehicle fleet.

Your responsibilities:

- Creating service packs and having paperwork ready for fitters.
- Engaging subcontractors in advance for up-and-coming servicing and supply all relevant paperwork.
- Being the point of call to supply purchase orders, manage all delivery dockets and invoice matching.
- Quoting & ordering of parts, finalising approvals prior to ordering and ensuring all parts are collected and delivered to sites accordingly.
- Be on top of all workshop consumables and stock take ordering.
- Be organised and prioritise work to meet requirements.
- Ensure quality, safety and environment procedures are followed.

Your Requirements:

To be successful in this role you should have:

- Relevant experience in a similar role
- Exceptional planning and organizational skills
- Self-motivated, process driven with excellent attention to detail
- Strong verbal and written communication skills
- Excellent administration and computer skills
- Ability to work under pressure and within tight deadlines
- Able to work as part of a team

About us:

With over 65 years of experience in the Civil Construction industry in Townsville, Mendi Constructions part of Doyle Group offers a great opportunity for a highly motivated and dynamic individual to join our team.

Mendi Constructions, a full-service integrated company based in Townsville, delivers high-quality civil construction projects across North Queensland. We are unique due to our integration with quarries, concrete plants, and development businesses.

Be part of a dynamic team in a progressive business, and a competitive remuneration package will be offered based on your qualifications, experience, and capability.

Join the North's industry leader in civil construction.

Please send applications to our recruitment team: careers@mendi.com.au. Remember to include your cover letter and resume or CV.