



CONCRETE PUMP ALLOCATOR - MACKAY

Meales Concrete Pumping is a leading provider of concrete pumping services to projects throughout Australia. Our Mackay depot is seeking an experienced and energetic **Concrete Pump Allocator** to join its team. This is a full time position requiring early starts and alternating weekend work.

As Concrete Pump Allocator, you will be responsible for:

- taking bookings from customers and coordinating jobs with site personnel;
- allocating equipment resources to maximise utilisation and cost efficiency;
- ensuring pumps are properly equipped to complete scheduled jobs;
- liaising with operators and site personnel to monitor job progress and promptly deal with any on-site equipment/labour issues that may arise;
- reconciling daily work docket and recording truck hours;
- maintaining the yard and washout facility in good order;
- other operational tasks as may be required from time to time.

To be considered for this position, you will be able to demonstrate:

- previous experience in a similar role;
- excellent organisational and time management skills;
- good written and verbal communication and strong interpersonal skills;
- the ability to prioritise and resolve issues quickly and to work under pressure;
- an awareness of WH&S policies and procedures;
- experience using Outlook, Excel and Word;

An understanding of the concrete pumping industry would be a distinct advantage.

If you believe you have the required knowledge and attributes to perform this role and this position is of interest to you, please email your resume and letter of application outlining your knowledge and experience to k.matzick@meales.com.au.