



Stores Assistant

\$55,000-\$60,000 per annum pro rata

Part time permanent role 0.4 FTE based in Castlemaine

About Us

Central Spark Victoria, based in Castlemaine, is a provider of high quality renewable energy solutions, both on and off grid. With more than a decade of experience we offer a range of customised solutions, consulting and diagnosis. We collaborate with our customers to provide the most suitable energy solution for their requirements.

We are looking for an enthusiastic and capable Stores Assistant to support our Operations Manager to deliver the goods to our team of fabulous installers and customers.

We offer a competitive salary as well as the opportunity to be a part of the essential core team on a variety of challenging and rewarding projects.

What we Offer

- Long-term employment security: We offer permanent positions with above award annual salaries and overtime opportunities. This means you can be confident in your job security and have the opportunity to earn a good income.
- A committed team: You will be working with a fully resourced and committed team who are passionate about solar energy and providing excellent customer service.
- Flexible work arrangements: We offer full-time and part-time positions, so you can find a schedule that works for you.
- A supportive work environment: We have a positive and supportive work environment where you will be valued and respected.
- High-quality products: You will be working with high-quality, reputable products for a locally owned and operated business. This means you will be working with the best products on the market and be part of a team that is committed to providing excellent customer service.



Tasks and Responsibilities

Reporting directly to the Operations Manager, working three days per week 11am to 4pm Tuesday, Wednesday and Friday, the tasks and responsibilities will include:

- Supporting stock control and management including:
 - Ordering and receiving
 - Unpacking and storage
 - Follow up of back orders and just in time/ad hoc supply requirements
- Job order processing and packing in preparation for customer site visits
- General cleaning, maintenance and organizing of yard, site shed and work trailers
- Compliance with manual handling and safe working requirements and policies

Desired Qualifications & Experience

- Prior stores or warehouse work experience desirable
- Must be physically fit with the ability to lift and move heavy items safely, using lifting supports as needed.
- Basic computer skills working with both online and manual systems.
- A high level of attention to detail and accuracy of record keeping is essential.
- The ability to work to delivery deadlines and prioritise tasks in an effective and efficient manner.
- Good written and verbal communication skills.

- Capable of connecting with people of diverse backgrounds and needs.
- Current Drivers Licence.
- Current Forklift Licence.



To apply, please email a resume and covering letter to alison.maclaren@central-spark.com

Applications close 5pm Friday 29 August 2025. Only shortlisted candidates will be contacted.