

# Drillcube Recruitment



## Procurement & Logistics Officer

📍 Malaga, Perth WA

🏢 Purchasing, Procurement & Inventory (Manufacturing, Transport & Logistics)

🕒 Full time

💰 Add expected salary to your profile for insights

### Who we are:

Drillcube is an innovative, Australian-owned mining services company with facilities in WA, NSW, and TAS. We are setting a new benchmark in the global underground mining industry by revolutionising how our clients procure and manage underground mining consumables. As a "Shop in a Box," we offer premium-quality ground support, drilling consumables, ventilation, HDPE, and laser system products at industry-low prices. Our mission is to help customers worldwide achieve safe operational cost reductions by providing affordable, high-quality products that stand the test of time. At Drillcube, we understand the significant impact our solutions have on the world's leading mining companies. But we're not satisfied until everyone knows! We are a close-knit, unique company with a dynamic business atmosphere. Due to our continuous and rapid growth, we are seeking an experienced Logistics Officer to provide exceptional support to our Procurement & Logistics Manager and ensure seamless interactions with customers.

### What we are looking for:

We are seeking a standout customer service professional with a proven track record in managing customer information, procurement and logistics activities. You will be driven, dynamic, and familiar with underground mining consumables. Your ability to build strong relationships with internal and external stakeholders will be crucial to your success. In this role, you will support the sales function by helping to grow our existing client base, expand into new markets, drive growth, and enhance customer satisfaction.

### Your key responsibilities include:

- Support the Procurement & Logistics Manager to plan and coordinate the procurement and logistics operations
- Communicate and coordinate effectively with internal teams, suppliers and customers to build relationships and meet their logistical requirements
- Purchase goods using ERP system (PRONTO) as required
- Maintain accurate and up to date records of all logistics information in PRONTO and associated reports, including shipping documents, inventory reports and transportation costs
- Accurately complete all necessary Customs documentation
- Track and monitor inwards and outward shipments and resolve any delay or issues, where applicable.

### What you'll need to succeed:

- Minimum 2-3 years' experience in a procurement and/or logistics role, preferably in mining
- Proven experience using PRONTO highly preferable or similar ERP system, for sales orders and quoting
- Familiarity with mining consumables highly regarded.

### What's in it for you:

- Competitive remuneration package
- Internal development opportunities available  
Expanding business where you can make a significant impact  
A supportive and collaborative work environment and passionate team.

At Drillcube we are committed to maintaining an inclusive workplace that cultivates innovative thinking, teamwork and excellence. We encourage applications from candidates of all backgrounds and experiences.

Join us in shaping the future of underground mining. You can make a difference!

**We invite you to join our team at Drillcube! Please submit your resume and a cover letter via the application link below.**

While we value our recruitment partners, we respectfully decline candidates from agencies at this time.

### Employer questions:

Your application will include the following questions:

- How many years' experience do you have as a Procurement and Logistics Officer?
- Which of the following statements best describes your right to work in Australia?
- Do you have experience using Pronto?
- Do you have customer service experience?

**If you are interested in this position please attach your resume in the application.**

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