

**thankyou.**<sup>™</sup>

## WHY THANKYOU?

**Change the world with  
a group of passionate  
and determined people.**

We're a social enterprise that commits 100% of profit from our consumer products to end global poverty. Some say we're taking on the impossible. So it's a good thing the team believe impossibility is only someone's opinion, not a fact.

Today, our water, personal care and baby products are stocked in over 5,500 outlets in Australia and New Zealand, including all major supermarkets. Through hard work and determination, our personal care range has numerous products that are market leading, and others heading in that direction. Through this, we've given over \$5.8 million to help get safe water, toilets, food aid and child and maternal health programs to over 785,000 people in need in 20 countries.

At Thankyou HQ in Collingwood, Melbourne, we're focused on creating and delivering world-leading personal care products that surpass the expectation of our customers and enhance the Thankyou brand for one purpose only: the end of extreme poverty.

Everyone who joins our team is committed to bringing their unique fingerprint so that, together, we can achieve our purpose: to empower humanity to choose a world without poverty. We know that humanity is a lot of people and poverty is extremely complex, so we need the world's best minds and hearts in our team to be able to take on the impossible and see our dreams become a reality. Is this you?



## WHY WORK WITH US?

### PEOPLE

We are innovators, dreamers and change makers.

### CELEBRATIONS

We celebrate special events and achievements together. We always want our team to feel as valued as they are!

### FUN

Whether it's nerf wars, squat o'clock or rooftop lunches, we know working hard needs to be balanced out by having fun if we're going to change the world.

### HQ

Located in Collingwood, we have a stylish, open-plan office to foster collaboration, all within walking distance to some of the best coffee Melbourne has to offer.

### WELLNESS

Our kitchen is stocked with healthy snacks to make sure our team are powered throughout the day, employees have access to EAP counselling services and every so often the three minute angels come to give us all massages.

### SALARY SACRIFICING

We offer salary sacrificing of general living expenses and entertainment costs which means you get to change the world and keep your disposable income.



## SUPPLY CHAIN ASSISTANT

**Location:** Collingwood, Melbourne Victoria

**Position:** Full time permanent

### WE ARE LOOKING FOR

- At least 12 months experience in a data entry role or a similar role.
- Exceptional eye for detail.
- Outstanding verbal and written communication skills in order to effectively liaise with internal and external stakeholders.
- Experience in end-to-end sales order processing (preferred).

### THE OPPORTUNITY

As someone who's passionate about seeing an end to extreme poverty in our lifetime, you'll use your eye for detail and your expertise in data entry to ensure accuracy of operational activities, such as warehouse transfers and order processing. You will be an incredible support for the Operations team, focusing on timely records and excellent customer service.

#### Your responsibilities will include:

- Processing sales orders and returns for customers.
- Troubleshooting and resolving any customer issues.
- Booking in deliveries with logistics companies to ensure orders are deliveries in full and on time.
- Assisting with reconciliation of stock on hand.
- Annual stock takes.
- Managing customer replenishment relationships.
- Entering data on daily basis.
- Ensuring accurate recording of information for the generation of reports.

### CONTACT

Please send us an email ([careers@thankyou.co](mailto:careers@thankyou.co)) with your CV and your cover letter answering these questions:

- Why will you get a kick out of being in our Supply Chain Team?
- Of all the things you're awesome at, tell us about the top 3 skills you think will be particularly relevant to this role and why.
- How would someone close to you best describe you?