

Ben Fuller
27 Smythe Grove Wantirna VIC 3152
0420 000 000
bfuller@gmail.com
www.linkedin.com/in/bfuller

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Ms Sue Smithers
Wilson and Bradley
94 Bell St
Preston 3072

Dear Ms Smithers,

RE: TEAM LEADER RECEIVING AND DISPATCH

I am applying for the position of Team Leader- receiving and dispatch, that was advertised on Seek.com on 30 November. This role really interests me because it utilises my ten years' experience in warehouse operations, ability to manage a collaborative team and enjoyment working as part of a small team. I am committed to the Wilson and Bradley's values of providing a safe and friendly working environment for all.

With over ten years practical warehouse experience I bring the following key skills to this role.

- Experienced ensuring warehouse items are efficiently replenished and overseeing warehouse receiving and dispatch
- Accomplished in the timely loading and unloading of containers
- Skilled in using a RF barcode scanner to record stock levels and storage locations and experienced using the SAP warehouse system
- Effectively supervised a small team including responded to staff queries and trained over 20 new employees
- Collaboratively worked with Managers, co-workers, and stakeholders to meet business requirements
- Experienced ensuring warehouse OH & S procedures followed, and incidents correctly reported
- Current High-Risk Work Licenses (LO and LF Forklift)

My friendly and approachable manner has helped me to develop strong and clear oral communication skills when liaising with Department Managers, staff, and key external stakeholders for over ten years. Highly organised with strong attention to detail, I have met deadlines and improved warehouse productivity by 20% in my current role.

My extensive warehouse knowledge and experience, drive, and enthusiasm make me an ideal candidate to be a member of the Wilson and Bradley team. I have attached my resume for your consideration and welcome an opportunity to answer any questions that you may have in an interview. I look forward to hearing from you.

Yours sincerely
Ben Fuller