



Operations Coordinator

With July 2026 seeing record-breaking customers through our doors, we're looking for a friendly, organised and capable person to join our existing team.

This is a varied, hands-on **job-share** position at the heart of the store. You'll be part of the operations team keeping things running smoothly behind the scenes (and in store) while staying connected with customers, suppliers, local growers and the wider Kombu team.

You'll be responsible for:

- ✓ Day-to-day office administration, ordering and supplier communication
- ✓ Receiving stock, coordinating deliveries and keeping inventory moving
- ✓ Processing invoices, claims and resolving queries
- ✓ Customer orders, emails and phone enquiries
- ✓ Solving everyday problems
- ✓ Working in the store, warehouse and serving customers as needed

We'd love someone who is:

- ✓ Warm, friendly and a great communicator
- ✓ Organised, accurate and calm when things get busy
- ✓ Practical, confident and happy taking responsibility
- ✓ Fluent with cloud-based systems
- ✓ A team player willing to jump in wherever needed
- ✓ Experience with Xero, retail, stock management and point-of-sale systems is an advantage.

Why Kombu?

Kombu is an independent wholefoods store with strong local roots. We care about good food, supporting local growers and suppliers, reducing waste, looking after our customers and creating a workplace where people genuinely work together.

We offer award wages plus our in-store staff discount, and we're especially interested in finding someone who would like to become a long-term part of the Kombu team.

Sound like you?

Please send your resume and a short cover letter telling us a little about yourself, your experience and why you'd enjoy working with us.

Applications & questions: shop@kombuwholefoods.com.au
We look forward to hearing from you.