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Returns & Credit Processing Officer

B E Foods Pty Ltd  ★ 4.3 [View all jobs](#)

 Blacktown, Sydney NSW

 Warehousing, Storage & Distribution (Manufacturing, Transport & Logistics)

 Full time

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Returns & Credit Processing Officer

Full-Time | Warehouse Based | Monday to Saturday | Hands-On Role

About B & E Foods

B & E Foods is one of Australia's leading foodservice distributors, supplying over 10,000 restaurants, cafes, butchers, bakeries, hotels, pubs and function centres across Australia.

With more than 3,000 products across poultry, meat, seafood, fresh produce, dry goods, cleaning supplies, takeaway products and imported goods, we are proud to provide reliable products and quality service to Australia's foodservice industry.

About the Role

We are looking for a **reliable and hands-on Returns & Credit Processing Officer** to join our Credits team.

This is a **full-time, onsite warehouse position** responsible for inspecting returned products and assessing their condition and quality to determine whether a customer credit can be processed.

You will work closely with the Credits team and Manager to ensure returned products are assessed accurately and processed efficiently.

Important: This is NOT a Finance, Accounting or Corporate office role. This is a **hands-on warehouse position** involving product inspection, manual handling and assessment of returned food products.

Working Hours

Full-time | Monday to Saturday

- **Monday – Friday:** 10:00am – 7:00pm
- **Saturday:** 10:00am – 6:00PM

This role requires availability to work **Monday to Saturday**.

Key Responsibilities

Inspect returned food, poultry, fresh produce and other products.

- Check the quality, condition and packaging of returned products.
- Assess whether returned products meet the requirements for credit processing.
- Identify and report reasons for product returns.
- Work closely with the Credits team and Manager to resolve return and credit-related issues.
- Handle returned products safely and in accordance with company procedures.
- Use a **pallet jack** to move products within the warehouse.
- Perform regular manual handling and heavy lifting of **25kg+**.
- Wear gloves and follow appropriate hygiene, safety and food handling requirements.
- Maintain a clean, safe and organised work environment.
- Assist with other returns and warehouse-related duties as required.

About You

We are looking for someone who is:

- Reliable, punctual and responsible.
- Comfortable working in a hands-on warehouse environment.
- Physically capable of regularly lifting **25kg+**.

- Comfortable inspecting food and other returned products.
- Detail-oriented, with good judgement when assessing product condition.
- Able to follow procedures and work efficiently in a fast-paced environment.
- A good communicator who works well as part of a team.
- Comfortable using a pallet jack.
- Previous experience in **warehouse operations, returns, quality checking, food distribution, FMCG or credit processing** will be highly regarded.

Forklift licence is **NOT** required.

Why Join B & E Foods?

Full-time opportunity with an established and growing foodservice distributor.

- Hands-on role with training and support provided.
- Supportive and team-oriented working environment.
- Opportunity to develop experience in returns, product assessment and credit processing.
- Career development opportunities within the business.
- Join a company that values reliability, teamwork and quality.

Ready to Join the Team?

If you are reliable, physically capable and enjoy working in a hands-on warehouse environment, we would love to hear from you.

Please click **“APPLY”** and submit your resume to be considered for the **Returns & Credit Processing Officer** position at B & E Foods.

We look forward to hearing from you!

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 Number of applicants

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Employer questions

Your application will include the following questions:

Which of the following statements best describes your right to work in Australia?

What's your expected annual base salary?

How much notice are you required to give your current employer?

How many years of experience do you have in the Food Manufacturing Industry?

Are you available to work outside your usual hours when required? (e.g. weekends, evenings, public holidays)

Do you have experience using Microsoft Excel?

What is the maximum weight that you are comfortable and able to lift?

Company profile

B&E Foods 

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 Agriculture, Forestry & Fishing

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