

MEVCO



Supply Chain and Facility

Operations Manager

Perth, WA

Reports to the Director of Vehicle Programs

About us:

MEVCO | We deliver long-term solutions, not just light vehicles for the world's largest mining companies. MEVCO offers customised electric fleets for the mining industry, along with data-powered insights through MEVConnect, charging solutions, and ongoing service and support.

Examples of MEVCO Solutions:

MEVConnect – We collect and analyse vehicle, operational, safety, charging, efficiency, and driver data. MEVConnect provides real-time insights into preventative maintenance and the performance of a mining electric vehicle fleet.

Comprehensive EV Training & Change Management – We implement mining fleet transitions to reduce cost while improving working conditions, health, safety and comfort of mine workers by reducing diesel particulate exposure, noise, vibration, and fatigue levels.

Electrical and Infrastructure Planning – We advise our clients on establishing effective charging stations, both fixed and portable solutions while assessing the infrastructure required to get power to those locations.

Supply Chain and Facility Operations Manager – Position Details:

You will manage procurement, logistics, and inventory for our Perth operations. This role will also oversee the day-to-day operations of our office, ensuring it runs smoothly and efficiently. The ideal candidate is a hands-on problem solver who can handle multiple responsibilities, from managing office supplies to coordinating logistics and procurement. You will also establish vendor relationships and assist with the risk and compliance responsibilities.

What will you do at MEVCO:

Beyond contributing to the company's success, you will play a critical role in advancing goals related to sustainability and environmental responsibility. By driving the adoption of electric vehicles in the mining sector, you will be at the forefront of reducing carbon emissions in one of the world's most critical industries. As more mining companies adopt MEVCO's technology, they move closer to achieving a greener, more sustainable future. Your role will not only advance MEVCO's vision but also help set a precedent for how industries can align their operations with environmental sustainability goals.

Why this role is important:

Logistics and Shipping Dashboard: End to end responsibility for shipping, handling, tariffs and customs. This should include demand planning, comprehensive logistics and supply chain framework, volume purchasing and supplier strategy. Also, development of a live document that tracks all inventory across facilities, including stock location, incoming/outgoing shipments, and tracking information.

Parts List / BOM Management: Own and maintain the comprehensive parts list (BOM), breaking down each major part number into its respective sub-parts for detailed tracking. Ability to generate a complete vehicle BOM and flowing that through to ensuring inventory for that build.

Sourcing & Supplier Management: Identify and negotiate with suppliers to secure the best prices and quality, managing supplier relationships, and ensuring parts list alignment with supplier capabilities.

Purchase Order Management and Cost Tracking: Create, track, and manage purchase orders to ensure timely receipt of goods according to specifications and contract terms. Maintain a detailed breakdown of costs and spending for each vehicle, covering parts, sourcing, and shipping costs. Regularly review spending data to track and control budget against forecasts.

Risk Management, Compliance and Data Reporting: Identify, assess, and mitigate risks within the supply chain; ensure all procurement activities comply with organisational policies, legal requirements, and industry standards. Analyse procurement data to identify trends, forecast needs, and generate reports that inform strategic decisions and highlight areas for improvement.

Process Improvement and Vehicle Logistics: Identify and implement initiatives to improve procurement processes and reduce overall costs. Arranging and managing the transport of vehicles to and from upfit facilities, coordinating deliveries to and from customers, handling import permits, and ensuring compliance with relevant regulations.

EV Fleet Maintenance and BEV Efficiency: Maintaining the electric vehicle (EV) fleet, focusing on charging infrastructure, software updates, and system optimisations to ensure maximum operational efficiency. Develop and execute strategies to manage and redistribute unused BEV stock effectively, ensuring alignment with company priorities. Optimise value recovery through secondary market placements, internal repurposing, or strategic redistribution.

Office Management and Facilities: Overseeing the smooth operation of office facilities and safe OHS practices, including managing office facility service (e.g cleaning, coordinating with trades for maintenance and repairs), managing office supplies, and controlling the office budget. Oversee general administration for the Perth facility, including ensuring adequate supplies, resolving facility issues, and liaising with contractors for maintenance and repairs.

Are you what we are looking for?

Experience:

Proven experience in logistics, procurement, or inventory management with a focus on customs and tariffs. Strong organizational and multitasking skills. Prior experience in office management, or a similar administrative role is a plus. Excellent communication skills, with the ability to manage vendor relationships.

Proficiency in BOM management, risk management, and data reporting/compliance is required. Ability to problem-solve and handle multiple tasks efficiently. Desire to work in a fast-paced start-up environment.

Education:

Bachelor's degree is preferred.

Additional Details:

This is an in-office position located in our Osborne Park facilities.



Why MEVCO:

Joining our global team means being part of a community that values creativity, supports each other, and embraces new ideas. If you're ready to be challenged, supported, and inspired, then we'd love to talk with you! We value diversity and inclusion – our growing team is made up of over 10 different cultures already. We foster a vibrant and dynamic atmosphere where creativity thrives and collaboration is key.

The good stuff!

- **We offer a competitive base salary plus superannuation**
- **An amazingly talented global team of like-minded passionate people who care about each other and our environment.**

Please reach out directly to our MEVCO Director of Talent if interested.

Please send your CV and Cover Letter (noting role in subject line) to wendy@mevco.com.



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 Director of Talent
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