

AGRIBUSINESS TEAM ASSISTANT

MANAGER: Ben Hewitt, CEO Agribusiness

LOCATION: Support Services, Moura (on-station)

TERM: Temporary Full Time (6 Months – with potential for extension)

Support the effective management of Hewitt by aiding support services in the implementation of business improvement initiatives, producing high-quality work outputs, and fostering a workplace culture that emphasises collaboration and teamwork.

ROLE SPECIFICS & RESPONSIBILITIES

- Booking, coordinating and preparing agendas, notes and minutes for meetings.
- Organising events and travel.
- Making sure the day-to-day operations of the team are running smoothly.
- Ordering office and food supplies.
- Undertaking ad hoc administration tasks as required, such as expense reconciliation, mail collection, merchandise ordering, assisting with documentation.
- Coordinating team schedules.
- Managing the calendar for select team members.
- Continually looking for opportunities to develop and improve systems and procedures to maximise team efficiencies.

PERSONAL ATTRIBUTES

- A strong work ethic and the flexibility to adapt to rapidly changing priorities.
- High level of attention to detail.
- Excellent communication and interpersonal skills.
- Highly organised and able to multitask.
- Confidential, discrete and tactful.
- Set a positive attitude for colleagues.
- Intermediate Computer skills, including knowledge of the Microsoft suite of programs.

This role is based on our flagship aggregation and the successful candidate is expected to live on site. Accommodation and meals are supplied as part of the role. This is an excellent opportunity for someone with experience in an operational role to move into an administrative position and expand their skill set. The role is temporary full-time for a minimum of six months with the potential to extend. Please send all applications to careers@hewittfoods.com including resume and two work referees.
