



POSITION AVAILABLE

Mildura Part-time Office Administrator

Description

The Office Administrator will fulfil general office admin duties (including telesales) and will support other company personnel as needed. Will work approximately 12 hours/week. Flexible schedule during regular business hours.

Capabilities

Requires good customer service skills; excellent communications and interpersonal skills; proficient knowledge of Microsoft Office (especially Excel); experience in, understanding of and empathy for the Ag sector; good time management and problem solving skills.

How To Apply

If you are interested in becoming part of our dynamic team and are available as of mid-February, please send your CV and cover letter highlighting your specific suitability for this role to sales.au@croplogic.com

