



Administration Assistant Part Time

A position has become available within Australian Grain Accumulation Services Pty Ltd for an Administration Assistant, based in Horsham, Victoria. Reporting to the Regional Manager, the key responsibility for this role is to support the Field Merchant to capture and document all grain and oilseed purchase information through purchase contracts.

Key Accountabilities include:

- ☞ Contract administration on behalf of Cargill Australia Limited.
- ☞ Support and respond to any queries from our Field Merchants, other AGA staff and/or customers.

Key Attributes for the role include:

- ☞ Attention to detail.
- ☞ Accurate data entry skills.
- ☞ Customer focus commitment;
- ☞ Knowledge of Microsoft Office & Excel.

This is a part time position however, we will be seeking someone available and committed to working full time during our very busy summer harvest period which is between November and March.

***If you think you have the necessary skills to succeed in this role, please send your application by the 6th August 2010 to:
judy_kramp@agas.com.au***

***For Position Enquiries Contact Sam Toll
Tel: 03 5481 0801
Mob 0429 792 858***