

JOB AND PERSON SPECIFICATION

JOB TITLE: Personal Assistant

LOCATION: Meningie

POSITION STATUS: Full-time, 37.5 hours per week, Monday – Friday, commencing as soon as practicable.

SALARY: An attractive salary commensurate with skills and experience of the successful applicant will be offered. Range: \$65,000 - \$85,000.

CONDITIONS: Flexible working conditions, including working from home for 1 – 2 days per week can be negotiated. Current driver's licence and own car essential. Police and Working with Children Checks will be required. On-site accommodation may be available on a part-time basis. One-month probationary period will apply.

CLIENT DETAILS

Coorong Apiaries was established by passionate beekeeper Bill Brown in 1998. Bill started his beekeeping journey with just one hive at the age of 12. Before leaving school, Bill worked for a number of SA beekeepers who provided Bill with opportunities to learn the 'art of beekeeping'.

From the age of 17, Bill dreamt of owning 50 hives and a small hobby farm at Meningie. This dream was well and truly realised by 1998 when Coorong Apiaries became a reality. Roll on to 2016 and Bill had increased the size of his apiary to 2000 hives. In 2017, Natalie, born in Germany, with a successful career in the cosmetic and travel industries and herself a beekeeper and lover of nature, moved to Australia. Together, they now manage over 5000 hives, supported by an excellent team of family members and local people, who work throughout the year to produce high quality honey and honey products under the brand name of Coorong Gold.

Bill and Natalie have always been committed conservationists and lovers of the land and seas. Since 2012, they have acquired Youno Downs, Gidgee and Blackhill (leased) stations in Western Australia, and in NSW they own Nantilla Station and two properties near Emmaville – Hillview and Rossmoine. Closer to home, they own a heritage listed scrub block south of Meningie. In total, the total area of land under rehabilitation is 460,000 hectares.

It is their vision to engage in conservation projects that regenerate and bring back to life, scarred and denuded landscapes (the result of poor pastoral practices), so that Indigenous (and many endangered) species of flora, fauna and fish can once again flourish in their natural environs.

POSITION DESCRIPTION

The Personal Assistant will provide comprehensive administration and personal support to the Brown family in the conduct of all Coorong Apiaries activities across Australia. The ideal applicant will exhibit exceptional organizational skills, a high degree of flexibility, and the ability to manage multiple tasks in a fast-paced environment while maintaining a high level of professionalism. Administrative activities will be conducted from a home-based office where small children are present.

Duties will include:

- Managing Director diaries and scheduling appointments
- Preparing and organising business documents and reports
- Handling email and paper-based correspondence and receiving/making phone calls to other employees and external suppliers
- Planning and booking travel itineraries including flights, accommodation and ground transportation
- Assisting with family errands and support activities
- Assisting with bookkeeping tasks e.g. preparation and processing of invoices
- Completing research tasks; and
- Managing small projects.

ESSENTIAL CRITERIA

- Proven experience as a Personal Assistant, or in a similar role.
- Strong organisational and multi-tasking skills, with a keen attention to detail.
- Strong interpersonal skills and an ability to work with a diverse range of people.
- Excellent written and verbal communication skills.
- High level of proficiency in Microsoft Office Suite programs and other relevant software.
- Ability to work with a minimum of supervision and make sound decisions.
- Proactive and resourceful, with a problem-solving mindset.
- Trustworthy and reliable, with a high degree of professionalism and integrity.
- Philosophical commitment to environmental conservation.

DESIRABLE CRITERIA

- Relevant qualifications in Business Administration or other relevant area.
- Proficiency in the use of social media platforms to promote business activities.
- Photography skills.

TO APPLY

Please send a current CV and Cover Letter addressing the Essential and Desirable Criteria to coorongapiaries@gmail.com by **NO LATER than Friday 20 December, 2024.**