

JOB AND PERSON SPECIFICATION

JOB TITLE: Executive Assistant

LOCATION: Geraldton, Western Australia (Applications from individuals living in other Midwest regional towns are also invited).

POSITION STATUS: Full-time, 37.5 hours per week, Monday – Friday, commencing as soon as practicable. Contract is for one-year in the first instance, with a one-month probationary period.

SALARY: An attractive salary commensurate with the skills and experience of the successful applicant will be offered. Range: \$80,000 - \$100,000.

CONDITIONS: Flexible working conditions, including working from home provisions upon negotiation. Assistance will be provided to establish a home office if required. 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.

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 several 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 4,000 hives making them the largest beekeeping enterprise in South Australia.

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) cattle stations in Western Australia. They are currently in the process of acquiring additional properties near Geraldton to expand their cattle production, tourism and carbon farming operations. This significant increase in business activity has necessitated the appointment of an additional staff member to support Bill and Natalie in the day-to-day administrative management of their extensive business portfolio.

POSITION DESCRIPTION

The Personal Assistant will provide comprehensive administration and personal support to the Brown family in the conduct of all Coorong Apiaries activities, primarily in Western Australia. The ideal applicant will exhibit exceptional organizational skills, a high degree of flexibility, and the ability to manage multiple, complex tasks in a fast-paced environment while maintaining a high degree of professionalism. On-site 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 and completing research tasks
- Assisting with a range of marketing activities, including social media posts, website posts; and
- Managing small to medium-size projects.

ESSENTIAL CRITERIA

- Citizen or permanent resident of Australia
- Proven exemplary experience as an Executive Assistant, or a similar role **for at least three years.**
- High order organisational and multi-tasking skills, with a high 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 administrative decisions.
- Proactive and resourceful, with a problem-solving mindset and can-do attitude.
- Trustworthy and reliable, with a high degree of professionalism and integrity.
- Philosophical commitment to environmental conservation.
- Current Criminal Record and Working with Children checks (or willingness to obtain).

DESIRABLE CRITERIA

- Qualification(s) in Business Administration, or other relevant area.
- Proficiency in the use of social media platforms to promote business activities.
- Experience in using WordPress.
- Experience in using the Xero Accounting software package.
- 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 Monday 12 October, 2024.**