



**SALES ASSISTANT/ADMINISTRATION
OFFICER (PART-TIME)
Bendigo/Elmore Region**

To assist our growing business, we are looking for a part-time Sales Assistant/Administration Officer.

You will be responsible for assisting our Farm Tender and Prime Ag Centre Sales Managers with daily tasks and associated duties. Making regular contact and follow-ups with our Clients will be a key aspect of this role so if you know you have A1 customer service skills and the ability to multi-task and 'think quick' then we want to hear from you!

Excellent computer skills, mobile phone and good internet connection is a must.

Hours of work will be part-time approximately 15 - 20hrs per week.
Six (6) month contract (with the view to extend).

Flexible work arrangements are available, home based hours with the ability to work from our "Prime" Ag Centre based in Elmore.

For further information on the role or to obtain a Job Description, please contact Megan Ruyg on 0419 210 720 or send Megan an email at meganr@farmtender.com.au