

GTA MARKET NOTIFICATIONS



Notice 17 of 2018 • 29 October 2018

TOPIC: Opportunity to join GTA – Position Vacancy

DISTRIBUTION: GTA Members. Please circulate to all appropriate internal parties.

Opportunity to join Grain Trade Australia - leading industry driven and managed organisation

- Contributing value to the grain industry supply chain
- Finance, administration and communication role
- Located in Sydney CBD

Due to impending retirement, there is now a vacancy for an Office Manager & Company Secretary. Within the Sydney Head office, the Office Manager & Company Secretary is responsible for the administration and coordination of the office activities including HR, Payroll and management of the duties of company secretary. Reporting to the CEO your key responsibilities include:

- Accounting (bookkeeping, financial and budgetary requirements)
- General office administration
- Membership (renewal, new members and database)
- Board support functions (executive admin and travel support)
- Company secretary duties of maintaining a registered office for the company, prepare agendas, meeting arrangements, notices and subsequent minutes, manage statutory reporting requirements
- Management of 1 direct report

In addition, the role involves coordinating the back-office activities for the successful annual Australian Grains Industry Conference.

To be successful in this busy role you will have:

- Tertiary level qualifications, completion of high school, business school or life experience equivalent (required)
- Demonstrated experience in providing high quality bookkeeping / financial and administrative support at a senior level
- Strong organisational and communication skills
- Proven ability to draft timely and accurate correspondence and compile detailed reports
- Office management experience at a high level, preferably in a similar role
- Experience or knowledge of rural affairs (highly desirable)

We are looking for someone with a positive attitude, initiative and able to manage high workloads. This is a small organisation with a strong focus on team outcomes. The organisational culture is open, friendly, non-political and focussed on delivering value for members. GTA is well regarded across agricultural industries and will provide you with job satisfaction, flexibility and autonomy in the role.

You may be working in another agribusiness or industry organisation, understand members and want to contribute to the ongoing success of the grains industry. An excellent remuneration package is available to attract candidates of the highest calibre including bonus, phone and laptop.

Please call Al Kellaway of Rimfire Resources on 1300 380 701 or Pat O'Shannassy +61 2 9235 2155 for further information or to request a copy of the Position Description.

Application must be in writing, addressing the key criteria for the position.