

***Experienced Admin officer required for Maleny Cheese:*** Offers great flexibility with a casual weekday roster for four school-hour shifts per week, hours negotiable.

This is an extremely varied role, with great opportunity for development, so will require a very versatile, multi-tasking, personality!

Core responsibilities include, but not limited to:

- ***General office administration and reception duties to do with production, ordering and invoicing, including:***
- Contacting customers and taking orders;
- Processing and invoicing customer orders;
- Collecting and entering data into various spreadsheets for stock/numbers for production;
- Use of MYOB for sales/purchases data entry;
- Organise logistics of truck delivery sheets ready for transport;
- Organise and communicate with various contractors;
- Assist with processing of emails and general filing.

**Human Resources & Payroll experience would be highly regarded.**

***Knowledge & Experience:***

- Minimum of two years industry experience.
- Knowledge of HR and WHS practices desirable.

***Skills & Competencies:***

- Advanced knowledge of Microsoft Word, Excel and Powerpoint essential.
- Good knowledge of MYOB.
- Experience with email systems and internet use.