

Job Description

Position:

Office administrator / secretary (32hrs p/w)

Hours:

Monday to Thursday | 7:30am - 4:00pm

About the Company

Cape Nursery is a 20 acre wholesale production nursery situated in Ewingsdale (Byron Bay) and has been established for 35 years. Growing a range of trees / shrubs ranging from sizes 140mm up to advanced 100L trees. We supply councils, developers, landscapers and other wholesale nurseries covering the east coast of Australia.

Cape Nursery is seeking an experienced Office Administrator / secretary for a permanent part-time on-site role.

Job Responsibilities

- Managing communication: Answering phones, responding to emails organising documents, scheduling meetings, and handling general administrative duties
- Accounting: Efficient in Myob accounting system, Accounts receivable / payable, activity statements / BAS / wages / inventory / invoicing etc.
- Organisation: Planning freight, transportation, orders & forward orders with production team
- Marketing: Manage digital marketing campaigns & newsletters (MailChimp)
- Visitor Management: Greeting and directing visitors, providing a positive first impression with professional etiquette

Requirements

- Must have an Australian permanent residency
- Proficiency in both spoken and written English
- High level of accuracy in data entry and record-keeping
- Excellent communication skills, both written and verbal with the ability to multitask
- Familiarity with Microsoft Office Suite (Word, Excel, Outlook)
- Must have own transportation
- Must be physically fit and healthy

Background working with plants / horticulture proffered but not required. Quieter periods allow for work outdoors in the nursery environment.

Benefits

- Work with a dynamic team in a clean, friendly workplace environment
- Competitive salary range
- 4 day working week
- Long-term employment

To apply please send your cover letter and resume to accounts@capenursery.com.au