



Office Administrator

Cropsol is a specialist water management business. It has two separate divisions:

- **Cropsol Water & Environmental**, which provide specialist Turf, Environmental & Wastewater monitoring technologies and services
- **Cropsol Soil & Irrigation Management**, which offer professional irrigation management services for Agriculture.

We are seeking an enthusiastic person to join our team as Office Administrator, based in Griffith NSW. This position is initially a maternity leave position, however there is the potential for the role to become permanent.

Key skills and attributes we are seeking include:

- Sound experience with MYOB, Microsoft Office, payroll and accounting functions
- A commitment to excellence in Customer Service
- Exceptional telephone and reception skills
- Strong ability to operate independently, but also as part of a close-knit team
- Outstanding communication and time management capabilities
- Demonstrated understanding of basic marketing principles

For a full position description, please see our website www.cropsol.com.au

Please email application and resume including two references by 24th February, 2009 to the Office Manager at jeancastelletto@cropsol.com.au or telephone (02) 69629407.