



**CANEGROWERS
HERBERT RIVER**

EXPRESSIONS OF INTEREST ADMINISTRATIVE POSITION

The Canegrowers Herbert River office provides a variety of services to its 500 sugar canegrower members in the local region.

We are seeking expressions of interest for a full time administrative person – Monday to Friday 8.30am to 5.00pm. The location of the office is in Ingham, North Queensland – located 120 km north of Townsville and approx 250 km south of Cairns.

It is essential for the applicant to have current skills in the use of computers and software including Microsoft 365 applications i.e. Word, Excel, Email.

Additionally, we seek an applicant with excellent written and verbal communication skills, an eagerness to learn new software programs for delivery of client services. The applicant should be willing to take direction from senior staff and work co-operatively in a team environment.

For further details, contact Mrs Maria Battoraro on 4776 5350/ 0437833584. Applications should contain education results, and a history of work experience, referees and other relevant information including why you believe you are a suitable candidate for the position.

Email: maria_battoraro@canegrowers.com.au

Post: Administrative Position, Canegrowers H.R.

PO Box 410, Ingham Q 4850

Applications close on Friday 4th March 2022