

Executive Assistant (Agribusiness)

- Agricultural Asset Management Company
- Broad range of Agricultural Asset Management activities
- Full time role based in Wagga Wagga

Westchester Group of Australia (WGA) manages the investment and asset management activities in Australia for its US based parent company (which is owned by TIAA). TIAA is one of the largest global institutional investors in Agriculture, with a portfolio of over 500 assets in North America, South America, Europe, Australia and New Zealand.

WGA is seeking an experienced, proactive and highly organised individual to join our head office in Wagga Wagga. This role requires a hands-on approach and will provide a range of administrative and support functions to the Executive Management team, including general administrative duties, IT support (training and support available), travel bookings, developing and maintaining effective systems and procedures, accounts payable and the purchasing and maintenance of office equipment.

The successful candidate will have experience in a similar role or willingness to develop. This role will require someone with high degree of initiative and organisation who has the ability to problem solve and to follow up and implement actions, to engage and collaborate with others to complete various activities and to maintain professionalism and confidentiality. We are looking for someone who is willing to go the extra mile to produce exceptional results. A background in agriculture or agribusiness would be beneficial but not essential.

We look forward to hearing from interested parties who have a desire to live regionally whilst being part of a growing global agricultural investment management business.

If you have any questions regarding this role please contact Felicity Barton on (02) 6927 0703, otherwise please email your resume and cover letter to: HR@wgimglobal.com.au