



## Agricultural Sales Assistant

Thompson Longhorn is the leader in design, manufacture and installation of livestock handling equipment in Australia. We are a professional, family-owned company looking for an enthusiastic, self-motivated person who is customer focused and wants to be part of our collaborative and enthusiastic team, based at our head office at Goomburra, near Allora.

Multi-tasking and managing competing priorities daily, this full-time role will see you provide high-quality administrative support to the senior management team. In this role, you will:

- Receive and manage all sales enquiries and correspondence, including emails, invitations and visitors
- Engaged in customer related activities, assisting with the preparation of power-point presentations and proposals for clients
- Organise and schedule all customer related events, field days and meetings, arranging agendas, venues, bookings, travel & accommodation requirements
- Perform general administrative duties
- Develop, manage and maintain marketing material, including website & social media
- Maintain filing, database management, and electronic document management
- Working autonomously and managing confidential information.

It is expected you will bring a combination of the following skills and experience:

- Confidence, personal presentation and excellent communication skills suited to liaising
- A strong sense of accountability and a commitment to delivering quality service
- Self-motivation and an ability to take initiative
- Outstanding organisational skills, a sound ability to prioritise and manage competing deadlines
- Familiarity with using Microsoft office suite and CRM's at an intermediate/advanced level, including creation and maintenance of templates
- Previous cattle handling experience with a knowledge of animal behaviour
- Ability to work in a fast-paced environment
- Experience in marketing, website and social media management
- Meticulous with spelling and grammar and possess a strong attention to detail

Please forward all applications to [info@thompsonlonghorn.com.au](mailto:info@thompsonlonghorn.com.au)