



# JOIN OUR TEAM

## ADMINISTRATION OFFICER

Agrifunder is dedicated to increasing the capability of Australian livestock producers through the provision of working capital. We are committed to offering deep industry expertise to our clients and a critical part of our success has been our ability to build a dynamic team dedicated to making our clients more successful.

We have aspirations to grow our capability further and are excited by the opportunities ahead.

### Key Responsibilities

The Admin Officer will work closely with Senior management, performing a wide range of duties that include but are not limited to;

#### Administrative Support:

- Provide administrative support to the operational team & directors' whilst learning our systems and processes.

#### Strategic Coordination:

- Organise and promote site events, with a willingness to attend client meetings & events in regional and remote areas.

#### Projects and processes:

- Assist with projects, marketing & communication activities.

### What we offer

Agrifunder fosters a positive team culture thriving on open communication and mutual encouragement, creating an environment where everyone feels valued and empowered to contribute their best.

#### Permanent Position:

- With opportunities for career progression and gaining experience in areas that interest you.

#### Flexible Work Arrangements:

- Offering a hybrid work structure, with the option to work from home or in an office environment in Melbourne. Office facilities include pool, gym sauna and onsite meals.

#### Close Working Relationships:

- Join a supportive team environment of passionate individuals.

## For more information or to discuss further

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