

CAPABILITY STATEMENT

Sonja Czora



Business Support

CONTACT DETAILS

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9 Strickland Street
Clare SA 5453

QUALIFICATIONS

- Certificate III Business Administration (Legal)
- Certificate II Retail Operations
- Certificate I Retail Operations

Sonja is a part of the busy Business Support Team, in the Pinion Advisory Clare office, and the friendly face in reception. She brings to Pinion Advisory her extensive experience over many years in various office settings, utilising her management and administrative skills and is passionate about delivering excellent customer service and business support in a timely manner.

Part of the Commodity Risk Management Team, Sonja provides timely grain data downloads for consultants, meticulous checking of transfers and sending out Market Directions pricing to farm business clients throughout the year.

Her strong organisational skills and attention to detail are key to assisting our consultants with event planning for various workshops around the nation and consultant travel bookings to ensure things run smoothly.

Areas of expertise

- MYOB accounting and bookkeeping
- Event planning and co-ordination
- Travel and accommodation bookings for consultants
- Grain marketing distribution
- Reception and administration support
- Office management
- Communication and customer service

Professional experience

- Pinion Advisory – Business Support, October 2020-present
- MacKenzie Homes & Commercial – Receptionist & Office Administration, 2020
- Ford McCarthy & Associates (Accountants) - Bookkeeper and Taxation Officer, 2018-2020
- Australia Post – Postal Services Officer and Postal Manager, 2002 to 2018

CAPABILITY STATEMENT

Relevant projects

PROJECT	ROLE	CLIENT	YEAR/S DELIVERED
Farm business advisor services for individual clients	Collate and analyse business data, prepare benchmarking report, support clients to identify and develop actions to improve business performance	Various farm business clients	2017, ongoing
Livestock advisor updates	Coordinator of national workshop series targeting red meat industry advisors and consultants	Meat and Livestock Australia	2018, ongoing
Grain marketing service	Provide timely grain data downloads for consultants, meticulous checking of transfers and sending out Market Directions pricing to farm business clients throughout the year.	Various farm business clients	2020, ongoing
List recent examples – no need to fill the page			