

CAPABILITY STATEMENT

Anne Goedecke



Business Support

CONTACT DETAILS

1300 746 466
agoedecke@pinionadvisory.com

13 Hanson St
Freeling SA 5372

QUALIFICATIONS

- Hales Secretarial College Diploma
- TAFE Cert III in Financial Services (Accounts Clerical)
- Business Writing Essentials

Anne is a member of the Business Support team for Pinion Advisory. Based in the Freeling office, Anne provides administration support to the grain marketing and agronomy teams.

Anne has skills in communication and time management. This ranges from answering phone calls from clients and interacting with fellow team members to sending out grain prices via email and SMS to clients and team members daily.

Anne gathers and interprets grain pricing information from buyers which is then inputted into the grain pricing portal.

Areas of expertise

- Grain contract management
- Data collection and entry
- Provision of services to Information Products project
- Report preparation
- Administration

Professional experience

- Pinion Advisory (Rural Directions) – Business Support, 2008-present