

CALL FOR EXPRESSIONS OF INTEREST



Business Support – part-time

Do you want a rewarding career working in a business recognised for the great culture they have and the quality of the people who work there?

Would you like a position that offers interesting challenges and allows you to be creative and think strategically?

Do you want to work with a team of motivated professionals, who enjoy coming to work and take pride in what they do?

Do the following statements also describe you?

- Enjoy finding practical solutions to complex problems
- Thrive on working within a team environment, but also take responsibility for your own performance
- Have a strong sense of professional integrity
- Have an accurate and systematic approach to work with the ability to prioritise competing tasks
- Have an entrepreneurial streak, or see opportunities where others see obstacles
- Have the desire to continue to learn and stretch yourself

If this sounds like you, Pinion Advisory may have an opportunity for you in our Business Support Team.

Our business is growing, and we have a great opportunity for a motivated individual to join our Business Support Team and grow with us as our business grows.

This person will have 3-5 years' experience in a similar role.

The following information provides a detailed outline of the necessary skills, experience and duties required for this position.

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Essential criteria

- A certificate in business administration or a minimum of three years demonstrated experience in a similar role
- Excellent attention to detail
- Demonstrated commitment to teamwork and the construction of a supportive, collaborative work environment
- Excellent oral and written communication skills with the capacity to communicate effectively with people from diverse backgrounds and cultures
- High level of interpersonal, liaison and negotiation skills
- Intermediate level computer skills, including the Microsoft Office suite of applications. Experience with MS Excel is essential
- Excellent organisational and time management skills, displaying an accurate and systematic approach to work with the ability to prioritise competing tasks
- Ability to follow process and policy and constructively contribute to ongoing process improvement
- Ability to maintain a customer service focus
- Ability to work autonomously and effectively within a team

Key responsibilities

Duties will include, but not be limited to, the following:

- Providing administrative support to consultants, team leaders and managers in the delivery of specific project work
- Typing, proofreading, editing and formatting contracts, reports and other documentation using the Pinion Advisory templates and style guide
- Assisting in preparation and delivery of tender documentation
- Monitoring generic email addresses and forward as required to the appropriate person
- Provision of operational support to the General Manager – Business Operations
- Providing support and backup capability to the Payroll Coordinator
- Providing accurate and timely support services to internal and external clients

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- Organising travel and accommodation arrangements in conjunction with Pinion Advisory processes and procedures
- Assisting in the co-ordination/booking of events
- Receiving, directing and relaying phone (including 1300 number) email, fax and other electronic messages to the appropriate team member
- Assisting in the preparation and maintenance of standard operating procedures
- Assisting with maintaining company systems, and registers
- Greeting and serving refreshments to clients, representatives, suppliers and visitors to the office.
- Collecting, distributing and recording incoming and outgoing mail
- Maintaining the Hobart office worksite – staff amenities, office, office equipment, stationery and kitchen supplies
- Liaising with tradespeople and contractors regarding site and asset maintenance
- Advising the Brand Coordinator of stock levels of branded materials for re-ordering
- In conjunction with the General Manager – Business Operations, maintaining the fleet of pool vehicles for the Hobart office
- Participating in meetings, conference calls and training sessions and taking minutes as required
- Arranging couriers and/or delivery of documents and supplies
- Undertaking phone surveys on behalf of consultants
- Undertaking other duties as directed by management within the scope of the incumbent's qualifications, knowledge, skills and experience

More information

This position offers the opportunity for part-time work for the preferred candidate and is located at the Pinion Advisory offices at Technopark, 30-38 Innovation Drive, Dowsing Point, Tasmania.

We are looking for a team member who will be flexible, adaptable, enjoy a diverse workload and be willing to learn. The right person will fit and thrive within our Business Support Team.

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This position will touch on all aspects of our business, working with and supporting consultants across Australia with production of the necessary documentation required in the effective servicing of our clients. As part of the Business Support Team, you may also be involved in the production of marketing material to promote the service areas within our business, various functions and events, and provide information through fact sheets and newsletters.

More about Pinion Advisory

Pinion Advisory is a leading nationwide independent consulting business specialising in agribusiness and agricultural production, water resource development and environmental management.

Our business was established in July 2020 following the merger of three pre-existing businesses, Rural Directions, Macquarie Franklin and Sunraysia Environmental, and is now part of a global consulting organisation, which includes US company Pinion Global. On 1 January 2022 HydroPlan became part of the Pinion Advisory family, supplementing the service offering of our Water Resources Team, bringing additional expertise in the design and construction of irrigation projects across golf and recreation, horse racing, local government and rural water utilities.

Pinion Advisory combines the complementary skills and capability of the merged businesses, to give increased geographic spread and technical capability across Australia, with offices in every state.

Our diverse team offers a vast array of skills, knowledge, insights and experience. With over 75 consultants, our team have formal training in either agriculture, environment, commerce, agribusiness, engineering, irrigation, people and culture, extension and education. We have a commitment to developing people and have a recognised graduate program.

The depth of our team results in the delivery of services that are holistic, best practice and tailored to meet client needs. Our service offering ranges from soil and environmental monitoring, agronomy and water management, through to grain marketing, business and people management.

We have a strong focus on collaboration, both internally and with our clients. Sustainability underpins the work we do, both with our clients and within our own business, and our client outcome is to create profitable, sustainable, enterprising clients.

If you are interested to learn more about Pinion Advisory, please explore our website: <https://www.pinionadvisory.com/>

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What we offer

We provide a unique environment that blends the best of a professional workplace with a friendly and helpful culture.

The successful applicant will be offered:

- An attractive salary package
- The opportunity to work part-time hours
- Flexible working arrangements, enabling our team members to enjoy their personal pursuits whilst also delivering excellent service
- A positive work environment with a culture that embraces diversity and encourages employees to be themselves
- A diverse workload that will change daily
- The prospect of being part of a leading, independent national organisation with international connections

If you wish to have a confidential discussion regarding the specifics of the role, please contact Brenton Greenslade on 0417 985 329.

How to apply

To apply for this position at Pinion Advisory, please email the following information to kwoodrow@pinionadvisory.com

- A cover letter of no more than two pages, outlining your demonstrated skills and experience addressing the essential criteria, who you are and why you think you would be a good fit at Pinion Advisory
- Your current CV outlining relevant training, experience and contact details (maximum of two pages)
- Details of two referees we can contact

Please ensure **Job ID PAHR233** is quoted in all communications.

The **closing date for applications is 30 May 2023**, however, we reserve the right to conduct interviews and appoint a candidate to the position prior to the closing date.