

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
- A 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 and Advanced skills in MS Word are essential
- Excellent organisational and time management skills, displaying an accurate and systematic approach to work with the ability to prioritise competing tasks
- Experience and understanding of managing confidential documents and information
- 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:

- Provide administrative support to consultants, team leaders and managers in the delivery of specific project work
- Provide support and backup capability to the Payroll Coordinator
- Monitor and respond to tickets raised through the Business Support Help Desk
- Organise and maintain the Pinion Advisory Client Relationship Management database
- Organise travel and accommodation arrangements in conjunction with Pinion Advisory processes and procedures
- Assist in the co-ordination and booking of events

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- Receive, direct and relay phone (including 1300 number) email, fax and other electronic messages to the appropriate team member
- Provide operational support to the General Manager – Business Operations
- Type, proofread, edit and format contracts, reports and other documentation using the Pinion Advisory templates and style guide
- Assist in preparation and delivery of tender documentation
- Monitor generic email addresses and forward as required to the appropriate person
- Assist in the preparation and maintenance of standard operating procedures
- Assist with maintaining company systems and registers
- Greet and serve refreshments to clients, representatives, suppliers and visitors to the office
- Collect, distribute and record incoming and outgoing mail
- Maintain the Hobart office worksite including staff amenities, office, office equipment, stationery and kitchen supplies
- Liaise with tradespeople and contractors regarding site and asset maintenance
- Advise the Brand Coordinator of stock levels of branded materials for re-ordering
- In conjunction with the General Manager – Business Operations, maintain the fleet of pool vehicles for the Hobart office
- Participate in meetings, conference calls and training sessions and take minutes as required
- Arrange couriers and/or delivery of documents and supplies
- Undertake phone surveys on behalf of consultants
- Undertake other duties as directed by management within the scope of the incumbent's qualifications, knowledge, skills and experience

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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.

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.

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 is now part of an international consulting organisation, which includes US company Pinion Global.

Our diverse team offers a vast array of skills, knowledge, insights and experience. With over 75 consultants in Australia, 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 PAHR259** is quoted in all communications.

The **closing date for applications is 12 March 2024**, however, we reserve the right to conduct interviews and appoint a candidate to the position prior to the closing date.