

## Administration Assistant - Pooraka

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Company: Costa

Location: Australia

Category: other-general

Costa Group is Australia's leading grower, packer and marketer of premium quality fresh fruit and vegetables. Our Australian origins date back to the th century, starting as a family business before becoming an ASX listed company. At Costa, we celebrate our people as being the foundation of our business and instil strong values; Passion, Determination, Accountability, Sincerity and Respect. We take pride in our 'zero harm' safety culture to ensure all employees have a safe work environment.

The Costa Farms and Logistics Category is a national provider of supply chain management and logistics solutions for retail and FMCG companies and provides marketing services for growers' produce through our market floor.

We have an exciting opportunity for an **Administration Assistant** to join our high-performing and friendly team at our site in **Pooraka, SA** employed on a **casual** basis, shifts available Monday to Saturday, starting early morning (shift start time 5:AM to midday).

### About the role

Reporting to the Administration Manager, this broad and challenging opportunity will see you play a key role in the overall success of our administrative performance by working closely with key stakeholders across the business. The duties of your role will be inclusive of, but not limited to the following;

Data entry of goods receipted, ensuring accuracy of information

Manage all administrative systems and procedures, to comply with company policies.

Collect customer payments of goods

Provide general administration support as required

### **Benefits and Perks**

Genuine career advancement & development within large corporate company

Training and Development focus

Onsite car parking

### **Skills and Experience**

Experience within Administrative/Cashier function

Experience working within a Team environment

Good communication skills

Strong attention to detail

Ability to work under pressure and deadlines

Advanced knowledge Microsoft Excel & Word programs

SAP computer system knowledge (preferred but not essential)

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