



OFFICE ASSISTANT

Melbourne

As an Office Assistant, you will play a critical role in supporting day-to-day operations, ensuring a smooth and efficient workflow. You will be responsible for various administrative tasks, providing essential support to different departments within the company.

Alta Genetics is a global livestock genetic improvement and reproduction company with global teams working with major cow populations all over the world. We are dedicated in developing long-term partnerships with leading progressive dairy and beef producers by applying superior knowledge and expertise to drive herd profitability.

Our team passionately pursues our mission to create value, build trust and deliver results for each other and our progressive partners around the world. Alta is a subsidiary of the URUS Group that has 25 operating companies in 14 countries, \$400 million turnover, and employs approximately 2,000 people.

KEY RESPONSIBILITIES

Administrative Support

- Assist with general administrative tasks, including answering phone calls, managing emails, and handling office correspondence.
- Maintain and update records, files, and documentation in a systematic manner.
- Assist in special projects and tasks as assigned by management.

Data Entry

- Accurate and timely entry of sales orders in JDE.
- Carry out all invoicing and credits related to sales.
- Maintain customer data base.

Office Organization

- Maintain a tidy and organized office space.
- Managing office supplies and equipment.
- Coordinate office maintenance, repairs, and renovations to ensure a safe and comfortable working environment.

Event Planning

- Plan and execute company events, meetings, and conferences.
- Coordinate logistics, catering, and other event-related details.

Policy Implementation

- Implement and enforce office policies and procedures to maintain a compliant and ethical work environment.
- Stay informed about relevant regulations and ensure the organization adheres.

Technology Management

- Oversee the use and maintenance of office technology, including computers, software, and communication systems.
- Troubleshoot technical issues and liaise with IT support when necessary.

SKILLS AND QUALIFICATIONS

- Proven experience in office assistant, administrative assistant, or a similar role.
- Strong organizational, leadership, and communication skills.
- Proficiency in office software (e.g., Microsoft Office Suite).
- Ability to multitask, prioritize, and handle a fast-paced work environment.
- Knowledge of HR practices and regulations is a plus.

INTERESTED?

Please submit your resume to jayde.lee@altagenetics.com.

For more information about Alta, visit australia.altagenetics.com.