



#### **Manufacturers, Wholesalers, Distributors**

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### **About our company**

NutriSoil is a small, family-owned and operated business based at a purpose-built facility at Baranduda, less than 10 mins from Wodonga.

Our signature product, NutriSoil Biological Solution, is an organic fertiliser made from large worm farms. It encourages healthy natural growth for pastures and crops, in turn building healthy carbon-rich soils. It has given farmers a tool to transition to practices that work in harmony with nature. Our core purpose is to empower farmers to grow life-enriching food. Supporting farmers to grow better food for human health and building the regenerative farming community helps to mitigate climate change. Regenerative Agriculture is a broad term for farming practices that regenerate the soil. NutriSoil are award-winning, industry leaders.

We pride ourselves on providing education from independent Australian and International scientists and educators. We run Biological Farming Roundtables bi-monthly in the field and conference-style events annually in Wodonga. We have created a platform for educating hundreds of farmers across Australia, resulting in a network of highly motivated and independent thinkers in the agriculture industry.

### **Our Values**

- ✳ **Honour** nature – know that it knows.
- ✳ **Support** the leaders in natural farming practices.
- ✳ **Connect** and build the regenerative agricultural community.

### **About the role**

Our current office administrator is reducing her hours to work part-time and focus purely on the financial management of the business, so we're looking for someone to take on the administration and reception role in a full-time capacity, who can also bring practical marketing skills that will help build our online and social media presence. With a national presence, existing team members are frequently travelling to events and field days, thus need more office support to hold the fort in this fast-paced business.

To give you a quick overview of the role, reception duties will range from forwarding sales and general enquiries to running the office solo from time to time. Administration duties will include handling registrations, helping with preparations for field days, managing online event set-up and bookings for our own events, invoicing, ordering stationery etc.

Helping us to market our business will be an important aspect of this role. You will need to have passion for and considerable experience in getting clear messages out to our target market, primarily using social media. We are reasonably new at this, so we want you to have the skills to guide us. The marketing aspect

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of this role could expand into things like the production of case studies on key farmers. Having strong computer skills is essential for doing website updates, email and social media campaigns, as well as all the regular admin duties.

Your ability to converse confidently with farmers and engage well within the team is essential.

In summary, we want someone who is that lovely blend of being highly organised AND flexible, willing and able to do whatever needs to be done, who can work and communicate effectively with the team but is comfortable to “fly solo” if we’re away.

Ideally we’d love our newest team member to be genuinely as inspired as we are about the work we do and its impact on agriculture, farming and food. Oh, and it’s essential that being ethical in business is in your DNA.

### **The salary and working hours**

The position is full-time, working weekdays from 9am –5pm.

Please note that there may be the very occasional need to do some out-of-hours work such as when we have a major event on.

The salary is \$52,000 per annum + 9.5% superannuation.

Award: Clerks – Private Sector Award 2010

[https://www.fwc.gov.au/documents/documents/modern\\_awards/award/ma000002/default.htm](https://www.fwc.gov.au/documents/documents/modern_awards/award/ma000002/default.htm)

### **Selection Criteria**

1. Significant experience in a reception/administration role, including the ability to work solo when required;
2. Social media savvy and good writing skills – e.g. the ability to update a website, write and upload posts for social media etc;
3. Strong computing skills, including extensive experience with using a CRM;
4. Demonstrated ability to communicate and connect with customers and colleagues (please give us an example);
5. Demonstrated ability to organise, prioritise, anticipate, problem-solve and work to deadlines (please give us an example);
6. A current driver’s licence.

### **How to apply**

The recruitment process is being managed for us by Ellyn Martin from Business Growth Strategies.

If you are interested in the position, please send your written application and resume to [ellyn@businessgrowthstrategies.biz](mailto:ellyn@businessgrowthstrategies.biz) by 12 noon on Wednesday 29<sup>th</sup> May, 2019.

***Please note: your application must address each of the selection criterion individually.***

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### **Additional information about our recruitment process**

- Ellyn will do an initial shortlisting of applicants based on written responses to the selection criteria;
- Those who are unsuccessful at this stage will be advised by email;
- Ellyn will conduct a brief (30 - 40 min) telephone interview at a mutually agreed time to further shortlist applicants;
- For applicants selected to proceed to interview stage, there will be a face-to-face 90-minute interview;
- ***The interviews will take place on Thursday 13<sup>th</sup> June at NutriSoil, 343 Whytes Rd, Baranduda***
- Applicants who are offered a face-to-face interview will be asked to undertake a short (10 to 15 minute) online Talent Dynamics profile assessment prior to the interview (instructions will be provided);
- Following the interview, the preferred candidate/s will be asked to provide the names and contact details of 3 - 4 referees, including someone from their current place of employment (if applicable). We will discuss with you who we'd like to speak with.
- The successful candidate will have a 6-month probationary period.

***If you need more information about the role, please contact Rachelle Armstrong on 02 6020 9676.***

***If you need more information about the recruitment process, contact Ellyn Martin on 0412 375 760 or [ellyn@businessgrowthstrategies.biz](mailto:ellyn@businessgrowthstrategies.biz).***

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