



# Administration Assistant - GOI

Part time opportunity (17hrs per week)

We are seeking a resourceful individual to join our team to provide administration support to our GOI operation on a part time basis. We are flexible with hours per day but you will need to be available to work on Monday and Wednesdays and a potential third day can be worked.

Reporting to the Plant Manager – GOI you will be responsible for:

- Administration support for GOI operations team
- Assisting Material Resources Planning (MRP) Administrator
- Purchasing and ensuring stock and materials are available for production
- Timely data collation and assistance in plant reporting
- GOI minute taking and meeting management and
- Planning and coordinating itineraries for site visitors

To be successful in this position you will;

- Be highly organised
- A self starter with an interest in ensuring efficient resourcing for plant production You will be competent in data collation and reporting
- Demonstrate effective communication and interpersonal skills
- Have experience previously with MRP, SAP and/or production planning experience within a consumer goods environment will be highly regarded

If you believe you have the necessary skills and experience to meet the above requirements we would like to hear from you. Please submit your application to:

Email: [aus.recruitment@saputo.com](mailto:aus.recruitment@saputo.com)

**Applications close 15th June, 2018**

*Warrnambool Cheese and Butter is an equal opportunity employer  
As we receive a high level of interest in our opportunities, only short-listed applicants will be contacted*