

Human Resources, Administration, Accounting & Membership Roles

- Long and Proud History
- Diverse Part Time or Casual Roles
- Terang Location

We are on the look out for a talented team member to join Terang Co-op's Admin Team. We are offering Part time or casual roles in the following:

- HR Coordinator
- General Administration
- Accounting Officer
- Co-op Membership maintenance

Working within the Co-op's administration team, the successful applicant/s for any of the above roles, or combination of, will have:

- Strong verbal & written communication skills
- Good MS Office skills and knowledge
- Positive can-do attitude
- Capacity to work with people at all levels of the organisation

Working days & hours will be discussed with the successful candidate.

Requests for the position description/s and applications, including cover letter are to be emailed to HR@terangcoop.com.au

Applications close **9AM Friday 9th August 2024**, although we will be shortlisting and interviewing candidates as they apply.

Please note that only applicants shortlisted for interviews will be contacted.

