

CASUAL ADMIN TEAM MEMBER

If you have bookkeeping skills, have good attention to detail, very familiar with Microsoft Office and are looking for a casual role in Terang, the Terang Co-op would like to hear from you.

Working within the Co-op's Administration team, this role would include assisting with banking, accounts payable and accounts receivable functions, assisting with customer and member enquiries and other general office duties.

This is a casual position, working days and hours are flexible and can be negotiated with the successful candidate.

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

Applications close **9AM Monday 25th May 2026**, although we will be shortlisting and interviewing candidates as they apply.

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

