

Graduate Business Manager

Location: Toowoomba

Job Type: Full-Time

DIT AgTech is a diverse and dynamic company at the forefront of innovation in the agricultural technology sector. We are seeking a proactive and driven Graduate Business Manager to join our team, supporting our Company Secretary and senior leadership team, while contributing to the growth and success of our organisation.

Key Responsibilities

- Provide comprehensive administrative support to the Company Secretary, including calendar management, scheduling meetings, travel coordination, and handling expense reports.
- Manage incoming and outgoing communications on behalf of the Company Secretary, including call screening, email responses, drafting correspondence, and maintaining effective communication channels.
- Assist the Senior Leadership Team in various tasks, including supporting the Finance Lead with financial and administrative functions, undertaking bookkeeping duties as directed, and aiding the CEO in managing and documenting company strategy and capabilities initiatives.
- Arrange and coordinate meetings, conferences, and events, preparing agendas, taking minutes, and ensuring necessary materials are available.
- Organise and maintain physical and electronic files, records, and documents for easy retrieval and accessibility.
- Build and maintain positive relationships with internal and external stakeholders, acting as a liaison between the Company Secretary and others.
- Handle sensitive and confidential information with utmost discretion, maintaining professionalism at all times.
- Assist in managing and coordinating projects and initiatives, ensuring deadlines are met and resources available.
- Gather data from research projects, preparing reports and presentations to support decision-making processes.
- Proactively prioritise and manage tasks, identifying opportunities for process improvements.

Skills and Experience

- Bachelor's degree in Business, Finance, Law, or related fields.
- Highly developed organizational and multitasking skills.
- Excellent time management and attention to detail.
- Strong verbal and written communication skills with professional discretion.
- Proficiency in Windows, MS Office Suite, including Word, Excel, PowerPoint, DEAR, and Xero.
- Ability to build relationships with stakeholders, both internal and external.

Salary Range

\$60,000 - \$80,000, commensurate with qualifications, suitability, and experience.

Additional Information

In addition to the duties outlined, the Graduate Business Manager may be required to perform other tasks as directed by the management within their competency or training.

WHY JOIN DIT AGTECH?

Join our diverse and innovative team! If you are a recent graduate passionate about business management and administration, and eager to contribute to a dynamic and evolving work environment, we encourage you to apply.

★ TO APPLY ★

Send a resume and cover letter to ally@ditech.net.au, or call Ally Gravolin on 0428 754 373 for further information.

We look forward to meeting you!