

# GOA is seeking applicants for the role of Administrative Assistant

**GOA is seeking a Administrative Assistant to join the team.**

GOA is currently seeking candidates for a new role in the organisation to assist the CEO in daily operations. The main tasks of the role is in basic office and administrative functions including clerical, financial and business functions.

The ideal candidate will have experience and understanding of the requirements of small business' or organisations office operations. An ability to identify tasks and schedule to achieve these in a timely manner, unsupervised. The role is part-time role with flexible work hours. The location of the role is close to the major rural centre of Dubbo and there is potential to work some component of this role remotely.

This is a terrific opportunity with flexibility that would suit someone looking for a role that can fit with family commitments or other interests.

If this interests you please email your resume and application to [maurie.street@grainorana.com.au](mailto:maurie.street@grainorana.com.au) or if you have any questions give Maurie a call on 0400 066 201

