

## **ADMINISTRATIVE COORDINATOR/S**

The GRDC is a national organisation, grower and Australian Government supported, with a mandate to plan and invest in research and development for the Australian grain industry. Our primary business activity is the allocation and management of research and development (R&D) investment in the grain industry. The GRDC is a statutory corporation, operating as a research investment body on behalf of its stakeholders, the grain growers and the Australian Government.

For more information  
e-mail [jobs@kowalski.com.au](mailto:jobs@kowalski.com.au) or  
[www.grdc.com.au](http://www.grdc.com.au)

Applications Close on:  
25 August 2010  
and should be addressed to:  
Anne Kowalski  
Kowalski Recruitment -  
[grdc@kowalski.com.au](mailto:grdc@kowalski.com.au)

We invite applications for two Administrative Coordinators in GRDC's Practices business unit. These roles will be responsible for providing administrative support to members of the business unit. The preferred candidates will have:

- Experience in administrative management of a team of professionals;
- Experience in the management of communication activities;
- Vocational experience and a good understanding of general office work routines and procedures;
- Proficiency in Microsoft Office, including Word, Excel, PowerPoint and Outlook;
- The ability to communicate effectively with colleagues, supervisors and customers;

The ability to exercise tact and the skills to build rapport will be also highly regarded. These roles will report to the Executive Manager in GRDC's Practices business unit.

One position is a 9 – 12 month contract position. The second is a permanent appointment. Attractive salary packages will be offered, commensurate with experience and qualifications.



Australian Government  
Grains Research and Development Corporation