



Administrator

PGG Wrightson Grain, Ashburton

PGG Wrightson Grain is one of New Zealand's leading arable industry businesses. The business operates throughout New Zealand and provides products and services to New Zealand's arable growers, livestock producers and to food and feed manufacturers.

We are currently seeking a full time Administrator to join our office team, based in Ashburton. This role will involve day to day administration, customer service duties including transaction processing, account reconciliations, customer enquiries and reception duties.

You will need to possess a high level of computer literacy in Microsoft Word/Excel/Outlook, transaction processing experience and great organisational abilities and time management skills. You will also be known for your tact, diplomacy, high level of integrity and a positive attitude and outlook.

If this role interests you and your skills, experience and knowledge match the requirements we want to hear from you. Please email your application to applications@poggwrightsonseeds.co.nz with an up-to-date CV and covering letter.

Applications close 5pm, 2 March 2012.



PGG Wrightson Grain

www.poggwrightson.co.nz