

Job Advertisement- Administrative Assistant

About Ranvet

Ranvet was founded by the late Dr Percy Sykes, AM M.R.C.V.S., M.A.C.V.Sc, a highly respected veterinary surgeon who for years worked with legendary trainers such as Tommy Smith and Melbourne Cup King, Bart Cummings. Today Ranvet is one of the leading animal health and nutrition companies in Australia.

Ranvet is an Australian owned, animal health business located in Banksmeadow NSW. Our team of employees are passionate about their work and pride themselves on their dedication to equine health and supporting the equestrian community.

About the Role

We are looking for an enthusiastic individual who will provide support to the Operations Manager with administrative tasks. This position includes answering the office telephone, greeting visitors to the Ranvet office, processing sales orders and assisting with export and regulatory affairs documentation.

This position would be ideal for someone who is willing to undertake a number of different tasks and who enjoys variety in their work.

What You'll Do

- Assist the Operations Manager with export paperwork and documentation.
- Assist with email communication with international clients.
- Assist with compiling information for product registration.
- Assisting the Operations Manager and Marketing Manager with documentation for regulatory affairs.
- Answer office phone calls.
- Process, package, and ship online product orders.
- Provide back up to the finance team for order processing.

What We're Looking For

- Someone with a can-do attitude.
- Strong attention to detail.
- Proficient in Microsoft Office.
- Team player.
- Comfortable with a fast-paced working environment where no two days are the same.

Why Join Us?

- Work, learn and grow with a small friendly, inclusive, and passionate team.
- Take pride in joining a successful, innovative team where every team member can have a big impact
- Enjoy a job that allows you to work independently.

This job is a full time, on-site position at our office in Banksmeadow. A part-time position may be considered for the right candidate.