

Executive Secretary/Personal Assistant

Ruralco Holdings Limited is an ASX Listed company, which operates in the Rural Services and Property Services sectors.

The company now has a vacancy for an Executive Secretary/Personal Assistant reporting to the Acting Company Secretary & General Counsel.

Applicants will need:

- High level of proficiency in the use of Microsoft Windows, Word, Excel, Powerpoint, Internet and related applications.
- Typing speed of 65 wpm.
- Proven senior secretarial skills.
- Proficient in use of dictaphone.
- Good clerical skills and numerical accuracy.
- The ability to work unsupervised and meet deadlines.
- Be flexible in working hours.
- An understanding of the need to provide excellence in service.

You will be energetic, self-motivated, able to demonstrate initiative and have the ability to maintain a high level of confidentiality but act as a team player.

Experience with file management and maintenance of company registers including ASIC lodgements is essential.

Remuneration will be commensurate with qualifications and experience.

Telephone enquiries may be directed to Angie Somann-Crawford on 03 6235 1411 or Rachel Brocklehurst on 03 6235 1433

For a Position Description and selection criteria visit our website employment page at www.ruralco.com.au or contact Rachel Brocklehurst on 03 6235 1433.

Applications addressing the selection criteria and quoting position number 751 RHL should be forwarded to Rachel Brocklehurst at:

rbrocklehurst@ruralco.com.au or

Ruralco Holdings Limited

GPO Box 65

Hobart TAS 7001

Closing Date - Wednesday 17 March 2010

Ruralco
HOLDINGS LIMITED