

Administration Officer

**Are you passionate about the Equine Industry?
Are you experienced with Social Media and Digital Marketing?
Do you enjoy working within a dynamic office environment?**

Equissage Therapy products are widely recognised as an essential, market-leading tool for serious trainers and competitors within the equine industry. We are looking for someone with experience with horses, understanding of the industry while enjoying being a part of energising workplace. As an Administration Officer, the role provides the successful applicant with a great opportunity to use creative flair while assisting in a variety of administration and support duties.

Based in Parkinson (south-west of Brisbane) within our Australasian Head Office and Manufacturing Facility, this permanent role will be between 20-25 hours per week with an immediate commencement date. Equissage Therapy staff are employed under the Clerks Award and this position is classified as Award Level 2.1.

You will:

- Provide effective administrative and coordination to the Equissage team and other staff
- Be responsible for promotional activities
- Coordinate external/ internal marketing functions
- Assist in administration and sales support duties.

You MUST have:

- A passion for the equine and animal industry
- 3 - 5 years general administrative experience
- Strong computer skills, CRM experience
- Good communication skills
- Strong work ethic and team player.

Join our great team and play a part in helping horses and other animals feel better. For a Position Description please visit [<< enter the website here >>](#).

Please attention your CV, with a covering letter and three referees to Sabine Eadie, HR and WHS Manager hr@niagara.com.au detailing your experience and your best approach to excel in this role.

"We train for success"