



Gunns Limited is a listed public Company involved in a wide range of activities in forestry and manufacturing both in Australia and overseas.

Gunns Limited was established in 1875 and has a long and proud history in the timber industry. It has since grown to become one of Australia's largest fully integrated forest products companies, employing approximately 1,300 people. Gunns Limited owns over 250,000 hectares of freehold land and manages over 300,000 hectares of plantations.

Gunns Limited has set new benchmarks of environmental, social, economic, employment and diversification excellence.

Administration Assistant - Corporate

As part of a professional and dynamic team you will be friendly, motivated and have a genuine desire to assist.

To be successful in this role you will have a **minimum** five years experience in a similar role, possess strong organisation and communication skills, have excellent attention to detail, be proactive and enjoy working in a team environment. You will have a professional manner and show initiative.

The position requires a person with relevant qualifications and experience to provide a high level of administration assistance to the corporate team in a professional and confidential manner, including maintenance of the corporate address book, monitoring of incoming emails from websites, coordination of service awards and business cards, minor reception coverage and other general duties as required.

Key accountabilities:

- Well developed writing and communication skills
- Demonstrated ability to organise and prioritise workload combined with the ability to work under pressure and meet deadlines
- Intermediate computer skills in the Microsoft Office Suite
- Excellent time management skills and attention to detail
- Proven ability to contribute to and work within a small team
- Exceptional interpersonal skills
- A willingness to go beyond expectations and grow with the company

Applications must be emailed by COB Friday 25 November 2011 to:

Raelene Bates

Executive Assistant to the Managing Director

Phone: 03 6335 5211 Email: recruitment@gunns.com.au

Making sustainability our business...