

POSITION AVAILABLE

Office Assistant

Part Time/Flexible

Albany, Western Australia



Willyung Farms is a family owned and operated mixed farming business located 15km from Albany, on the south coast of Western Australia. Willyung Farms operates a diverse agricultural enterprise, specialising in hay and straw contracting, cattle feedlot management, and avocado production.

We currently seek a motivated, reliable and enthusiastic person to join our team to fill the position of Office Assistant.

Duties for the successful applicant will include:

- Book-Keeping
- General Office Duties

The successful applicant will have:

- Working knowledge of Microsoft Office programs
- Excellent computer skills
- Be detail oriented and have strong organisational skills
- Strong work ethic

Desirable skills and experience:

- Accounting software knowledge and/or experience
- A keen interest in the agricultural industry

Willyung Farms provides a flexible working environment. This role can work around school hours or other commitments.

Applications close 5pm, Friday 29th August 2025. All applications must include a current resume and references and be submitted at www.willyungfarms.com.au/employment.

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For more information, phone 0407 471 245