



Internship description:

We have several area's of discipline that could be applicable for an applicant. We are flexible with the work that could be assigned but most likely in the area of business or finance administration.

Students / graduates studying in the fields of

Business / Agribusiness / Agriculture / Marketing and Comms might have interest to learn more.

Company name:

Titan Ag Pty Ltd

Location:

Suite 15 / 16 Princes Street Newport NSW 2106

Company description:

Titan Ag Pty Ltd was founded in October 2006 and is based in Newport on the Northern Beaches of Sydney, servicing rural Australia in manufacturing and the supply of Agricultural Chemicals. In 2018, Titan Ag was purchased by rural services company Elders (ASX Listed code : ELD) as a 100% owned subsidiary, this alliance has helped strengthen Titan's ability to offer the best customer service for rural customers, across a wide-reaching national distribution network.

Titan AG products assist with providing economical alternatives to help farmers with their key pesticides, upsides include yield enhancements and improving yield quality.

Elders has approximately 220 branches in regional Australia that stock and sell Titan Ag products to cropping, livestock and horticulture farmers of Australia.

Internship details:

Start date:

1-Jul-22

Finish date:

23-Dec-22

Number of days per week:

2

Duties and responsibilities:

Supporting the role of Administration Support Officer in the following area's of responsibility:

- Drafting Purchasing Agreements, and tracking for execution
- Creation, filing and delivery of Technical Certificate of Analysis (possible back log need to be created and filed)
- Creation and filing of finished product Batch Analysis documentation for both fully formulation and locally manufactured inventory
- Assist with any reconciliations of production Technical (active ingredient) and liaise internally regarding any discrepancies
- Maintenance of hard copy document filing
- Digital filing of shipping documents, Proof of Delivery documents and task related files



Desirable attributes:

- Good skills level in Microsoft Office applications, especially Word, Excel and Outlook
- Sound administrative, organisational and problem-solving skills
- Excellent written and oral communication skills, in person and over the telephone (do not assume too much phone interaction)
- Task orientation – The ability to work hard, remain motivated and show persistence in order to reach desired goals
- Compliance – The ability to follow standard procedures and routines in an environment governed by regulation and procedures.
- Personal planning – The ability to establish achievable goals, accurately set priorities and develop plans to achieve planned outcomes.

Full training will be provided and no expected knowledge of our industry or business is expected.

Application process

Please prepare a resume as well as a covering letter stipulating your interest in the above internship and your suitability for this role.

Submit your application in a Word or PDF format to Skye Barry, Ascham Community Relations Manager, via email at community@ascham.nsw.edu.au

The resume should include:

- Any relevant work experience
- Current and past tertiary courses of study
- A minimum of two references (employment references are preferred but not essential)
- Contact details
- Availability for the role in 2022/2023.

Shortlisted candidates will be contacted by the host company.

Remuneration, timing and 2022 commencement date for the internship will be negotiated directly between the successful candidate and host company. Please note the internship is first and foremost a learning experience. The benefits of the opportunity afforded to the intern will be considered in the remuneration.

Applications close 12 August 2022