

# Tagari Publications and the Permaculture Institute

31 Rulla Road  
Sisters Creek  
Tasmania 7325 Australia  
Telephone: + 61 3 6445 0945

[tagaripublications.com](http://tagaripublications.com)

XCD Pty Ltd ACN 009 530 376  
XAF Pty Ltd ACN 009 521 260

## Tagari Publications and the Permaculture Institute Administration and Sales Coordinator

### Work Location

31 Rulla Road, Sisters Creek, Tasmania

### Job Description

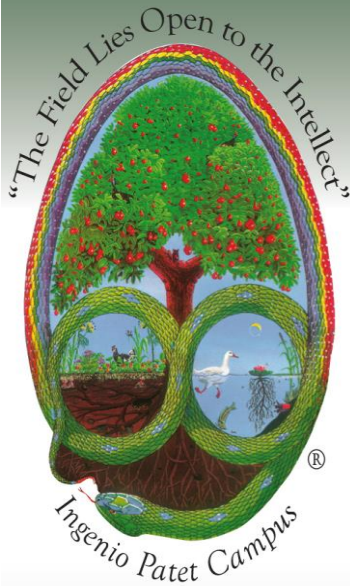
Located in the beautiful hills of Sisters Creek, Tasmania, with a stunning backdrop of farmland, native forest and animals, the location is only one part of our offerings. Tagari is home to Bill Mollison's Permaculture Institute, an office experience few have access to!

The Administration and Sales Coordinator is responsible for coordinating a diverse range of administrative, sales and customer service duties. This role will see you taking on general administration and day to day management of the office; processing and shipping publication orders; liaising with our diverse range of international clientele; coordinating events, workshops and projects; assisting with graphic design tasks and management of Tagari's online presence; and providing executive support to the Director. The position may require interstate travel for up to two weeks, once or twice a year (with additional pay).

Our ideal candidate is proficient in coordinating the day to day operation of a small office, experienced in delivering general administrative duties and skilled in providing outstanding customer care. You will be self-motivated with sound time management skills, a positive and down to earth attitude and enjoy working in a small, productive and outcomes focused team. We are a family friendly work environment and encourage all age groups to apply.

### Duties and Responsibilities

- Coordinate the day to day smooth operation of a small office
- Electronic and hardcopy filing
- Data entry, email and calendar management
- Prepare and edit formal and informal correspondence
- Prepare and edit documents for both internal and external use, such as forms, procedures, translation agreements, print briefs and reports
- Monitor and attend to customer requests via telephone and electronically
- Undertake research to inform project and purchasing decision making
- Plan and manage projects and events
- Provide a high level of customer service to new and existing customers and students
- Register students for courses and events
- Process customer payments and orders
- Prepare and coordinate domestic and international shipments and order fulfillments
- Package books and complete all relevant shipping documents
- Maintain the cleanliness and tidy working order of the packing room
- Coordinate the development and management of online marketing campaigns
- Assist in managing Tagari's online presence and the management of intellectual, trademark and copyright violations as required
- Assist pursuits of company Director
- Any other administrative duties as required



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## *Essential Skills & Experience*

- High level of computer proficiency in Microsoft Office
- Sound skills in Adobe Creative Suite, Acrobat DC, In-Design and Photoshop and/or Canva
- Experience in curating social media content, including an ability to take well-presented and thought out videos and photos
- Excellent critical thinking and problem solving skills, including an ability to clearly and concisely communicate problems and potential solutions in a productive and professional manner
- Experience in creating print and electronic promotional materials
- Sound technical aptitude and an ability to troubleshoot common office IT issues
- Exceptional English written and verbal communication skills, including an ability to draft professional and concise correspondence
- Experience creating documents in accordance with style guides
- Well-developed research skills
- Keen attention to detail and an ability to follow instructions
- Highly capable in prioritising tasks and self-management
- An ability to work productively alone and as part of a small team
- Working knowledge of the interpretation and use of mathematical information
- Experience with maintaining high quality filing standards
- An ability to lift up to 20 kilograms on a regular basis
- The ability to work methodically and calmly
- Willingness to work within the ethos of Tagari Publications and the Permaculture Institute

## *Desirable Skills & Experience*

- Working knowledge of bookkeeping tasks
- Experience in the publishing and/or printing industry
- Experience in book design, setting and publishing requirements
- Familiarity with WooCommerce

## *Pay and Conditions*

The successful applicant will be engaged on a casual basis and commence working four days per week at our Rulla Road property (Monday to Thursday). Standard hours of work are 9am to 4.30pm with a 30 minute lunch break, however, we are open to negotiating start times for the right candidate.

The commencement salary will be \$32.69 per hour, plus Superannuation, in line with the minimum hourly rate for Level 3 under the Clerks – Private Sector Award. A probationary period of three months is applicable.

Please note, this is a rural setting and as such, sensible shoes and clothing are necessary. You will need to be capable of using a wood stove.

## *How to Apply*

To be considered for this position, please email the following to [hello@tagaripublications.com](mailto:hello@tagaripublications.com) :

- Your current Resume or CV outlining your skills and experience
- A cover letter explaining what motivated you to apply for this position
- Samples of your written and graphic work.
- Contact details for two recent referees (preferably including a current or recent supervisor)

**Applications lacking any of the above four items will not be considered.**