

The Barossa Farmers Market is recruiting for an Operations Coordinator (Casual Basis)

The primary responsibility of this position is to coordinate the day-to-day Market operation under the direction of the General Manager.

The role liaises closely with the Market's stallholders, including recording stallholder attendance and invoicing stallholder fees.

Other duties include updating the website and creating content to run our social media platforms, along with rostering a small team of coffee station staff and volunteers, and coordinating the Market information booth as required.

This is a casual position, and hours may vary up to 16 hours per week with a mix of WFH along with Fridays and Saturday morning work on site.

Experience and Qualifications

- Hands-on experience within a busy hospitality, event or retail setting.
- A demonstrated commitment to delivering a high standard of customer service.
- A passion for the food industry and the Barossa region.
- Working knowledge of WHS within the workplace.

Essential skills

- A proven ability to coordinate on-site and office operations.
- Enthusiasm for developing and maintaining relationships with stallholders, staff, volunteers and members of the public.
- Strong verbal and written communication skills.
- Strong organisation and time-management skills.
- Ability to understand basic financial transactions
- Competency in Microsoft Office and socials via the Meta Business Suite.
- Ability to adapt to changing environments and learn new systems.
- Capable of working unsupervised and prioritising workload under pressure.

Please lodge all applications online via Seek.com <https://bit.ly/3Vv265>