



# FARMBOT

MONITORING SOLUTIONS

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Office Assistant</b>
<b>Location:</b>	Roseville, NSW 2069
<b>Position Type:</b>	25hrs (part time)
<b>Reports to:</b>	People & Culture Manager
<b>No. of Direct Reports:</b>	
<b>Date:</b>	April 2026

### What is Farmbot?

Farmbot is a fast-scaling Australian Agritech company that is leading the evolution of a new phase of technology development in agriculture. [www.farmbot.com.au](http://www.farmbot.com.au)

Combined with its strong go to market strategy, commitment to customer service and unique intellectual property, Farmbot is helping Farmers think differently about how they manage their water ecosystems and related infrastructure and is enhancing productivity, profitability and sustainability in many Australian agri-businesses.

Farmbots award winning technology is designed to be installed quickly by the customer without technical support. Its monitors work anywhere in the world by utilising leading satellite networks or can connect to local cellular networks if available. The monitors' real-time alerts instantly inform a customer of water level trends, changes and issues via SMS, email and/or the Farmbot cloud dashboard.

Farmbots core focus is in water for Livestock and has high adoption in cattle and sheep grazing activities across Australia. It is now expanding its core water monitoring offering to a range of its own and other third-party technology, including sensors for Rainfall, Flow, Pressure, Cameras, Pump Control, Trough monitors and more.

The company's Software platform gathers data from its on-farm monitors and converts it to actionable insights that inform better Farm Management decisions and actively engages the customer for better asset and resource utilisation.

### Purpose of the Role

We are seeking a highly organised and detail-oriented Office Assistant to support the smooth day-to-day operation of the office. This role provides high-quality administrative and operational support and is ideal for someone who is proactive, organised, and enjoys working as part of a busy, fast-paced team.



## About you

- Demonstrates strong written and verbal communication skills, with the ability to build positive working relationships
- Works effectively both independently and as part of a team, maintaining a positive and cooperative attitude
- Shows initiative, reliability, and accountability in completing tasks to a high standard
- Presents in a friendly, professional, and approachable manner at all times
- Effectively prioritises workload and manages multiple deadlines in a fast-paced environment
- Adapts quickly to new systems, tools, and processes with a willingness to learn
- Proficient in Microsoft Office Suite or similar administrative software (highly regarded)

## Key Responsibilities

- Oversee office supplies, stationery, and kitchen inventory, ensuring stock levels are maintained
- Coordinate weekly office orders, including arranging catering twice per week
- Support onboarding and offboarding processes for employees
- Greet visitors and manage meeting room bookings and setup
- Assist with travel arrangements, event coordination, and company vehicle administration
- Liaise with maintenance, cleaners, and other service providers to support daily operations
- Provide administrative support for office events, team meetings, and internal activities
- Maintain accurate data entry and records across internal systems
- Assist with basic reporting and spreadsheet updates
- Provide ad hoc administrative support to managers and team members
- Support the People & Culture Manager with coordination and administrative tasks
- Contribute to the continuous improvement of office systems and processes

We have an agile approach to all aspects of Farmbot's product development and operations, and we look to all team members to provide input and ideas to continually improve every aspect of the business. This is an opportunity to take a key role in a truly innovative company that is creating unique solutions and services for agriculture and to develop your skills and be part of our rapidly growing company. Your desire to learn and flexibility to work in a fast-paced environment will contribute to your success.

Be part of a team that is creating the next generation of monitoring and control system for the world's agricultural industries.

For more information in complete confidence please contact [alice.sixsmith@farmbot.com.au](mailto:alice.sixsmith@farmbot.com.au)

