

Joel Small B.Bus.
Office Administrator



Areas of Expertise

- Graphic design
- Website design and maintenance
- Bookkeeping
- Template design
- Desktop support

Experience and Qualifications

Joel commenced with Productive Nutrition in early 2007. He has a strong background in administration and information technology, and has recently completed a Bachelor of Business Degree at Flinders University in South Australia.

Joel's accomplishments include the logo design for Productive Nutrition. Everyone at Productive Nutrition is proud of its logo which reflects the on-farm interaction of livestock, growing pasture and grain and productivity. Joel also designed the dynamic website at Productive Nutrition which he maintains and updates regularly. Statistical analysis of website traffic, managing data collected via website interaction and providing essential IT support are all capably handled by Joel.

The research and project work of Productive Nutrition is collated in its databases which Joel manages and from which he generates reports a range of extracts for analysis.

Joel is responsible for accounts payable and receivable, reconciliations, quarterly BAS and financial reporting as well as a myriad of other office administration tasks.

Joel has a keen interest in percussion and is the drummer in a band. He also turns his hand to creative writing and poetry.

Contact: joel@productivenutrition.com.au

Unit 11, 70 Walkerville Terrace
Walkerville 5081 South Australia

p: (08) 8344 8816
f : (08) 8344 8810

ABN: 38 071 287 226
www.productivenutrition.com.au

Certified Practicing Agriculturalists. Members: Aust Inst of Agricultural Science & Tech and Aust Assn of Ag Consultants