



BINDAREE BEEF

AUSTRALIA

LIVESTOCK ADMINISTRATION SUPERVISOR

Located in Inverell NSW, Bindaree Beef processes approximately 4,000 head per week and is currently seeking a Supervisor to oversee the administration function of the Livestock Office. This is a newly created position with a key focus on streamlining processes and coaching the team in support the key business activities.

Reporting to the Livestock Manager you will be responsible for:

- Reviewing, improving and maintaining livestock business systems integrity
- Reviewing and improving office procedures and practices
- Coaching, advising and directing the work of the Livestock Administration team
- Supporting the Manager and Buyers to ensure business requirements are achieved in an accurate and timely manner
- Ensuring that team members interactions with producers and other customers are professional, positive, and constructive and in a manner that improves and enhances Company / Producer relationships.

Skills / experience required:

- Proven experience as an Executive Secretary or similar administrative role;
- Highly proficient in MS office products;
- In depth knowledge of office management;
- Excellent organisational and time-management skills;
- Outstanding communication and negotiation abilities;
- Integrity and confidentiality.
- Tertiary qualifications in business administration or relative field highly regarded but not essential.

This is an exciting opportunity to work with some of the best in the industry. An attractive remuneration, based on skills and experience, will be negotiated with the successful applicant.

To apply please email your resume and cover letter to Maureen.Rae@bindareebeef.com.au