

Administration Support & Accounts Payable - 8 months full time, fixed term contract

Albury, NSW

With the growth of Landmark Operation Limited's export division "Landmark International", and a planned relocation to cater for continued growth to Albury - an exciting opportunity exists to support the business in the finance and general administration functions.

Key Responsibilities include, but not limited to:

General Administration Support Activities

- Prepare Visa applications for staff and contractors travelling to various foreign countries.
- Assist in the booking of accommodation, travel requirements and other tasks for foreign and domestic customers and staff.
- Assist the operations team preparing various paperwork and documents required for each shipment of livestock
- Liaise with breed societies and farmers in obtaining all relevant breeding and pedigree data for livestock for each consignment.
- A willingness to help in the cattle yards at times with the processing of data would be favorable.

Financial Accounting

- Prepare and process invoices via the accounts payable system.
- Assist with ensuring compliance of internal controls and procedures
- Responsible for assisting the Business Administration Manager with the preparation of accurate, reliable and timely monthly financial results in accordance with Landmark International and Landmark Group deadlines
- Assist the Business Administration Manager in the preparation of shipping documents.

Skills & Knowledge required:

- Previous accounts payable experience.
- Ability to work as part of a fast paced and diverse team with flexibility of times to work after hours if required.
- A strong and demonstrated attention to detail.
- Advanced excel skills & excellent MS outlook skills
- Well-developed communication and interpersonal skills
- Demonstrated analytical and reconciliation skills
- Well developed organisation skills

- An understanding and experience in the livestock or agricultural industry in Australia & SAP Knowledge, will be advantageous

Please apply online should you be interested in this fixed term role.

<http://careers.landmark.com.au>

Closing Date: 01 March 2017