



Mort & Co – Grassdale Feedlot

Corporate Services & Commodities Coordinator

Mort & Co Lot Feeders is seeking to employ a person with administrative and practical skills at Grassdale Feedlot between Dalby & Cecil Plains in SE Qld. Reporting to the Feedlot Manager and Feeding Supervisor, this is varied support role working across multiple departments. Key functions of this position include:

Feeding & Mill Department

- Development and implementation of key competence instructional documentation and delivery of the associated training.
- Feed commodities contract administration.
- Feed commodities position reporting.
- Feed commodities stocks & logistics control.
- Operation of feeding & milling plant and equipment.
- Bunk reading.

Corporate Services

- Assist in recruitment and orientation of new employees.
- Maintenance, review and ongoing improvement of operational documentation and associated quality & compliance procedures.
- Assist in completing internal audit programs.

The successful applicant will have

- High standards of work
- Excellent communication skills
- High level computing and data processing skills
- Excellent written & documentation skills
- Previous relevant job experience

Training, development and the potential for career growth is a feature of this position.

We look forward to hearing from suitably qualified persons with covering letter, resume & details of referees sent to: Grassdale Corporate Services and Commodities Coordinator, M/S 35 Dalby, Qld 4405, or email to jordan.peach@mortco.com.au. For further information contact Jordan Peach on 0427 632 644 in business hours. Applications close 7th April 2013.