

## Export Documentation/Costings Officer

H.R. Woodward Foods Australia Pty Ltd (a division of Woodward Integrated Agribusiness) is an Australian family owned and operated meat export business. This exciting business is commencing operations in April 15 selling Lamb, Mutton, Beef and Co Products from its Swan Hill Vic meat processing facility to the export market.

We are seeking an experienced export planning officer encompassing documentation/shipping/AQIS interface/product demand scheduling and packaging oversight to join our team based in Strathfield Sydney. Experience in meat exports is favorably considered. However, applicants with sufficient experience in other commodities are welcome to apply.

Responsibilities will include:

- Liaising and co-ordination of export production planning with plant operations incorporating export demand forecasting
- ensuring that export sales credit procedures as laid out by the company are adhered to
- cross reference of export documentation with applicable customer payment conditions (Letters of Credit etc.) to ensure prompt receipt of funds
- ensuring that export packaging conforms with importing country mandated requirements
- Preparation of documents packages
- liaising with government departments
- liaising with shipping companies to manage and plan sea freight movements
- liaising with perishable shipping companies in Sydney/Melbourne on chilled airfreight movements
- providing weekly and monthly management reporting to key stakeholders
- Data entry and other ad hoc support services

The successful applicant will have an eye for detail, exceptional time management skills, and excellent computer skills and will be sensitive to the cultural intricacies of our international clients.

Please email your CV to [jim@beef.com.au](mailto:jim@beef.com.au)