



LADYSMITH FEEDLOT- ADMINISTRATION OFFICER

Ladysmith Feedlot is a 6,500 head capacity feedlot, situated near Wagga Wagga in the NSW Riverina. The feedlot also operates a backgrounding operation along with an AQIS approved quarantine facility. We currently have a permanent full time position available for an Administration Officer.

Key responsibilities will be to operate all administrative functions at the feedlot. This includes maintenance of feedlot software systems, MYOB, Payroll, reporting and reconciliations. The role will also provide support to members of the feedlot team and liaison with customers and suppliers.

The successful applicant will need to have outstanding attention to detail, be organised and be able to prioritise tasks, show initiative and possess problem solving skills and be flexible with a team focus. Experience with MYOB is an advantage.

A competitive salary will be offered in line with the successful applicant's skills and experience.

Applicants should email a Letter of Application addressing the above criteria & Resume including 3 referees to: briana.daly@ladysmith.com.au. For further enquiries please phone (02) 6922 1555.

Applications Close Tuesday 9th February 2016.