



# BINDAREE BEEF

—AUSTRALIA—

## **LIVESTOCK ADMINISTRATION SUPERVISOR**

Reporting to the Livestock Manager, you will coordinate the systems and administration functions of the Livestock team to support an organisation of over 800 employees in the achievement its operational and corporate goals.

### **Key focus areas will include:**

- 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

### **You will need:**

- Proven experience in handling a range of stakeholder and client enquiries
- Sound working knowledge of Microsoft Office Suite
- Current Australian driver's license

Telephone enquiries to Dot Macdonald

(02) 6721-1411

Applications to

[recruitment@bindareebeef.com.au](mailto:recruitment@bindareebeef.com.au)