



FEEDLOT ADMINISTRATION / WEIGHBRIDGE OFFICER

- Based – Myola Feedlot, Northwest NSW
 - Proactive Team Environment
- Maternity Leave Cover – 5 Days / Week

Acquired by the Bindaree Beef Group (BBG) in 2015, Myola is a modern 20,000 head capacity feedlot situated in northwest NSW. Its location in the heart of the “Golden Triangle” provides excellent access to a secure supply of grain and cattle. Myola is managed by a highly qualified, enthusiastic and dedicated staff, many of which have several years of specialist feedlot experience.

Myola feedlot is currently seeking to appoint an Administration / Weighbridge Officer to ensure that information and cattle data are captured and entered accurately and on time. In addition to this you will be charged with completing a range of general administration tasks associated with the feedlot. This position is to cover maternity leave with opportunity for longevity for the right candidate.

Reporting to the Assistant Feedlot Manager you will be responsible for:

- Answering customer enquiries - via, phone, email or in person, in a polite and courteous manner. Transfer enquiries to the appropriate person or, if unavailable, assist the customer.
- Enter all daily physical activities at the feedlot, run daily computer update and print out necessary reports.
- Maintain Inventory records and place orders
- Weigh trucks carting commodities and cattle to and from Myola and complete the weighbridge docket. Test grain for bulk density screenings and moisture and ensure it meets contracted quality standards.
- Verify accuracy of all paperwork. Review reports for errors and alert the appropriate people if a problem has occurred.
- Assist with the capture and management of First Aid, Safety and Quality systems data;
- Reviewing, improving and maintaining general office procedures and practices.

Skills / Experience Required:

- Proven experience as an executive secretary or similar administrative role;
- Highly proficient in MS Office products;
- In depth knowledge of office management;
- Excellent organisational and time management skills;
- Outstanding communication and negotiation abilities;
- Integrity and confidentiality;

An attractive remuneration, based on skills and experience, will be negotiated with the successful applicant. To apply please email your resume and cover letter to susan.barnard@myolafeedlot.com.au or to discuss your interest in confidence please call Sue on 0438 813 362.