



## **LIVESTOCK ADMINISTRATION CLERK**

- Permanent Opportunity With Immediate Start Available
- Based Inverell, Northwest NSW
- Family Focused Regional Community

The Bindaree Beef Group (BBG) is an integrated branded supply chain meat business delivering global meat solutions through a relentless focus on delivering in full on time with the highest quality assurance, and achieving complete alignment between producers and customers.

We are a family owned and operated business built on a reputation for product quality and business integrity. We have been committed to providing customers with a superior beef product for the past 30 years and have grown into one of Australia's largest meat processors and prominent leader in the Australian meat industry.

Located approximately 6 kilometres from Inverell we are seeking applications for the role of Livestock Administration Clerk. This position will suit someone who thrives in dynamic, fast paced team environment, whilst providing excellent customer and administrative support in general office administration completing a wide range of tasks associated.

### **The Role**

Provide exceptional customer service and logistics support to the Livestock team including:

- Data entry of a range of correspondence associated with the purchase and movement of livestock;
- Clear, accurate and timely entry of all correspondence;
- Providing support to the Livestock Supervisor, Manager, Buyers and Clients for all of the sales process.

### **The Person**

- ✓ Passion for agriculture is essential;
- ✓ Committed to the provision of high-quality customer service;
- ✓ Demonstrated high-quality written and verbal communication and customer service skills;
- ✓ Ability to work independently and have good time management skills;
- ✓ Previous agricultural experience would be an advantage;
- ✓ Although not essential, a qualification in an agricultural or related business discipline will be highly regarded.

This is a great opportunity to join a dedicated team, who is passionate about Australian agribusiness.

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 [recruitment@bindareebef.com.au](mailto:recruitment@bindareebef.com.au) or to discuss your interest in confidence please contact the Human Resource team on 02 6721 1411.