



**BINDAREE BEEF**  
— AUSTRALIA —

### **FEEDLOT ADMINISTRATION OFFICER**

- Based – Myola Feedlot, Northwest NSW
- Challenging Opportunity in a Proactive Team Environment
  - Maternity Leave Cover

Bindaree Beef Group is a family owned and operated business built on a reputation for product quality and business integrity. Bindaree Beef, the processing facility of BBG, has been committed to providing customers with a superior beef product for the past 30 years and has grown into one of

Our Myola feedlot processes approximately 4,000 head per week and is currently seeking to appoint an Administration Officer to complete all tasks associated with the general administration function within the livestock office. This position is for maternity leave with opportunity for longevity for the right candidate.

#### **Reporting to the Feedlot Manager you will be responsible for:**

- 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 the team members interactions with procedures and other customers are professional positive and constructive and in a manner that improves and enhances company/producer relationships.

#### **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;
- Tertiary qualifications in business administration or relative field highly regarded but not essential.

This is an exciting opportunity to work with some of the best in the industry. 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@bindareebeef.com.au](mailto:recruitment@bindareebeef.com.au) or to discuss your interest in confidence please contact the Human Resource team on 02 6721 1411.