



## **OAKEY BEEF EXPORTS PTY LTD**

### **HAVE AN OPENING FOR THE FOLLOWING POSITION**

#### **PRODUCTION CO-ORDINATOR**

A great opportunity exists at Oakey Beef Exports Pty Ltd to become part of our dynamic and progressive team. The Company is a large exporter of beef products and is located approximately 28 kilometres West of Toowoomba.

We are seeking a suitably qualified PRODUCTION CO-ORDINATOR to join our progressive team.

#### **The Role**

Reporting directly to the General Manager your key responsibilities will include but not be limited to the following:

- Forecasting sales based on production volumes
- Conveying sales into boning room for production
- Monitoring the performance of production verses sales
- Booking containers and ensuring product is dispatched on time
- Coordinating transport of product to both domestically and export markets
- Monitoring markets to know which product to produce
- Liaising with customers and potential customers visiting site
- Monitoring aged product with Sydney
- Manage a small team including training and mentoring staff.
- Maintaining and reviewing systems and procedures
- Other ad hoc tasks as required

#### **Your Profile**

To be successful in this role, the ideal candidate will:

Have at least 5 years' experience in Production Coordination preferable in food production

- Be proficient in the use of Microsoft Office
- Demonstrate strong attention to detail
- Be a team player
- Demonstrate excellent time management ability

If you meet the above criteria and are ready to be a part of our dedicated and progressive team, please email your resume to [bsiddans@oakeybeef.com.au](mailto:bsiddans@oakeybeef.com.au)

Should you require further information about the role, please contact the Human Resources Manager, Bradley Siddans, via email or on 07 4692 0000.

Oakey Beef Exports Pty Ltd is an Equal Opportunity Employer.