



## Livestock Administration Assistant

Maternity Coverage  
12 month contract

CARRINGTON  
COTTON CORPORATION

Based in **Goondiwindi QLD**, the Carrington Group of Companies (RMI Pty Limited) is a family owned agricultural group involved in a diverse range of activities including; irrigated cotton, ginning, warehousing and logistics, broad acre grains and pulses, livestock breeding, backgrounding, feed lotting and a Quarter horse stud.

We currently have a full-time position for an Administration Assistant within our cattle operations, and are looking for a motivated and experienced candidate to join our team.

As the livestock Administration Assistant you will be responsible for all administrative requirements involved within the cattle operations, from data entry of cattle sales and purchases, to inventory management of stock movements, feed products and production. Whilst maintaining and reviewing company policies to ensure our compliance with the industry best practice and standards.

**As the Livestock Administration Assistant, your duties will include:**

- Managing all correspondence relating to the cattle operations
- Data entry in programs or databases such as eLynx and NLIS
- Develop, manage and review compliance manuals, such as the QA and Bio-Security Plans in accordance with industry regulations
- Implement and review control documents and reporting procedures to ensure accurate records are maintained at all times
- Provided statistical production reports, for both the grazing and feedlot operations on a regular basis
- Review and maintain all required licences and permits
- Support and liaise with management and the livestock team
- Participate in feedlot audits
- Provide end of month inventory and stock reports to management

#### Skills and Experience:

- A minimum of 2 years' experience in a similar agricultural role
- A sound understanding of the cattle/livestock industry
- Excellent knowledge of Microsoft Office programs particularly Excel
- Experience with eLynx software or similar programs
- A working knowledge of NFAS and the NLIS database
- Excellent communication skills, both verbal and written
- A strong work ethic with exceptional attention to detail
- Friendly and well presented
- Ability to work autonomously and as part of a team

This is an ideal role for a capable administrator with a genuine interest in the cattle and beef industry, to join a locally owned family business in a thriving regional community.

#### How to apply

To apply for this position please email your CV, along with a cover letter to; [careers@carringtonpl.com.au](mailto:careers@carringtonpl.com.au) or alternatively for a confidential discuss please contact Julie Stone 07 4671 2855

