



## **Position Description**

### **Feedlots Administration, Toowoomba**

Allied Beef is Australia's Premium Beef Cattle Partner. We work with the supply chain to improve the success of our partner's businesses. To do this, we tailor solutions to individual customer needs whether it involves cattle procurement, marketing, ownership or a total supply chain program. The company operates in Queensland, New South Wales and Victoria from a head office located in Toowoomba.

The company is seeking the services of a Feedlots Administrator to administrate the feedlot information management and other general office duties.

The person will be self-motivated, service-oriented and flexible in approach to dealing with a variety of people and an interesting workload. The successful candidate will have excellent communication and organisational skills, be proficient in Microsoft Office products and have a detailed working knowledge of FY 3000 and StockAID.

Attention to detail is a must for the role as is a high level of self-motivation while administration skills will be highly regarded. As a new position in a relatively new and evolving company, the successful candidate will be able to somewhat shape the responsibilities of the role.

#### **Duties include:**

- Management of FY 3000 operating software
- Checking and entering purchases and sale data into management software
- General office duties ie answering telephone/email/mail/filing
- Collating cattle performance summaries
- NLIS monitoring/movements and cattle benchmarking
- Developing systems/process' to improve administration and company systems
- Undertaking communication with clients and customers to support the Livestock Team

#### **Selection Criteria:**

- Excellent communication skills
- Proficient computer skills, especially in FY 3000
- General knowledge of book-keeping procedures
- Attention to detail
- Experience in general office duties
- Experience in the feedlot industry beneficial/not essential

Hours can be negotiated for the right candidate