



**The Camm Agricultural Group is a family owned integrated cattle enterprise with properties located from Charters Towers to the Darling Downs. The group seeks applicants for:**

## **FEEDLOT ADMINISTRATOR**

**Job Summary:** This position involves the data and administration integrity of Wonga Plains Feedlot – the role is based on site, east of Dalby. The position will also involve collating cattle and farming data from the wider Camm Agricultural Group

### **Duties and Responsibilities:**

- Managing FY 3000 Database;
- Collating and reporting cattle numbers, sales and performance data;
- Collating and reporting farming and crop data;
- Maintenance and updating of tracking spreadsheets;
- General office duties;
- Answering of phones;
- Filing;
- Support System to upper management and

### **Knowledge and Abilities:**

- Accurate record keeping;
- Understanding of the rural setting;
- Experience in office based administrative environments;
- Proficiency with standard computer applications and the internet;
- Strong attention to detail;
- Sound time management; and
- Ability to present professionally to the customers, suppliers, and contractors working with the Camm Agricultural Group.

The company operates Stockaid, FY3000, Feedbunk and Attache. Familiarisation with the programs will be looked upon favourably.

The position is permanent full time, with accommodation available.

As an ideal candidate you will be enthusiastic, eager to learn, willing and flexible to undertake a variety of administrative tasks whilst at the same time remaining, positive, energetic and flexible.

We look forward to hearing from all suitable applicants. Please forward your covering letter, resume and at least 2 referees to:

**"Wonga Plains" Bowenville Q 4404**

**Ph (07) 4663 7730**

**[jobs@cammgroup.com.au](mailto:jobs@cammgroup.com.au)**