



LIVESTOCK ADMIN ASSISTANT

Catby, Western Australia

Central Agri Group is a unique national business, strategically located across three Australian states. Central Agri Group owns and operates several state of the art Small and Large stock processing facilities, Cattle feedlots, Cattle breeding and Backgrounding properties in Victoria, Western Australia and the Northern Territory.

We are seeking to appoint a highly dedicated, experienced Livestock Administration Assistant to contribute to our growing National business.

As the livestock Administration Assistant, you will be responsible for all administrative requirements involved within our cattle operations, from data entry of cattle sales and purchases, to the inventory management of stock movements, feed products and production. Whilst maintaining and reviewing company policies to ensure our compliance with industry best practice and standards in a large feedlot and backgrounding environment. The applicant will be given an opportunity to demonstrate their skills and abilities as the Livestock Admin Assistant at our Iconic operation reporting to the Feedlot Operations Manager and Western Australian General Manager.

Central Agri Group's Joanna Plains Feedlot & Marianna's Backgrounding properties span across 9,000ha and are Export, MSA and NFAS accredited. Our property is located 170km north of Perth in Catby, Western Australia, and we have the capacity to lot feed and background 13,000hd of Cattle year-round.

Duties will include:

- Assisting the Feedlot Operations Manager and Livestock Supervisor with all required Administrative tasks
- Managing all correspondence relating to cattle operations
- Data entry in programs or databases which include but is not limited to the NLIS database
- 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 reports when required which includes but is not limited to the Livestock feedlot and farm operation
- Review and maintain all required licences and permits
- Support and liaise with Feedlot Operations Manager, Livestock Supervisor and the livestock team
- Participate in all governing body feedlot and farm audits
- Provide end of month inventory and stock reports to management as required

Essential requirements for the position:

- Previous experience as a Livestock Admin Assistant (preferred)
- A sound understanding of the cattle/livestock industry
- A working knowledge of NFAS and the NLIS database
- An understanding of Elynx FY3000 system
- Experience using Xero accounting software
- Excellent organisational and communication skills (both written and verbal)
- A strong work ethic with exceptional attention to detail
- Be Friendly and well presented
- Ability to work autonomously and as part of a team
- Ability to work as team player and be part of a great team culture
- Proficient computer, record keeping skills with an attention to detail and excellent knowledge of Microsoft Office programs particularly Excel

- Ability to meet deadlines.
- Ability to embrace change and convey new concepts within a working environment
- Genuine, dedicated can do attitude

To be successful in this role, you must be able to demonstrate a strong understanding of the Livestock industry including all regulatory requirements and be capable of Assisting the Feedlot Operations Manager with all administrative duties and working alongside staff members as part of a team.

A suitable remuneration package will be offered which may also include accommodation for the right applicant.

To apply for this position please send your resume outlining your skills and proven experience to johnnie@centralagrigroup.com.au

All applications will be treated with genuine confidentiality and applications close on the 22nd of November 2018.

Johnnie Dichiera

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