

LIVESTOCK ADMINISTRATION OFFICER

OUR VALUES

- integrity
- innovation
- enjoyment
- excellence
- systems

A proudly Queensland brand, Mort & Co was first established in 1843. Today the Mort & Co team has grown to become one of the largest managers of feedlot cattle within Australia.

We are looking for a Livestock Administration Officer to join our team. This is a newly created full time permanent position, which will be based in the Toowoomba head office and will report to the Livestock Administration Manager. This position is a rare opportunity to gain exposure to all facets of the administration functions in an industry leading multi-site feedlot company.

THE ROLE WILL INCLUDE:

- Processing cattle movements for all Mort & Co feedlots.
- Client and customer communications and reporting.
- Assisting the administration manager with maintaining the accuracy of livestock information systems.
- Assisting with end of month reporting.
- Liaising directly with feedlots and livestock buyers.
- Assisting with analysis and reporting.
- Responding to enquiries from other departments and sites.

THE SUCCESSFUL APPLICANT WILL BE:

- Extremely diligent with an excellent level of attention to detail.
- Approachable, friendly and helpful in disposition.
- Proficient in using Microsoft Office (Excel, Word, Outlook).
- Adaptable and ready to learn new software systems. Prior experience with Feedlot 3000 or StockAid will be highly regarded.
- Highly organised and efficient in managing time and tasks.
- Able to work autonomously and within a small team.

We are looking for a motivated team player that is willing to learn and proactively contribute to our dynamic team.

To apply, please send a cover letter and resume (inclusive of references) to:

Mort & Co, Livestock Administration Manager

Email: recruitment@mortco.com.au

PO Box 758 Toowoomba QLD 4350

Applications close: 3rd March 2019