

Feedlot Systems Support Officer (Maternity Leave Contract)

OUR VALUES

• integrity

• innovation

• enjoyment

• excellence

• systems

Mort & Co is a leading beef feedlot specialist in Australia, and home to the internationally awarded Wagyu & Angus brands, The Phoenix and Grandchester.

We are looking for a Feedlot Systems Support Officer to join our Business Services team. This position will be a 12 Month Fixed Term Maternity Leave role, based in Toowoomba. Reporting to the Human Resources & WHS Manager, you will be required to assist in areas of administration, documentation management and project work.

Primary responsibilities of the role will include:

Documentation Management

- Develop documentation requirements in collaboration with operational departments
- Create, standardise and proof read all documentation
- Manage all levels of the document life cycle across various platforms
- Assist operational departments conduct system audits and reviews

Project Work

- Improve functionality of multi-faceted delivery systems for end users
- Assist to implement, support and train teams in any new changes to software/delivery systems

Recruitment Maintenance

- Assist with the recruitment process when the need arises

The successful applicant will have:

- Excellent attention to detail and organisational skills
- The ability to work autonomously as well as in a team and manage multiple projects concurrently
- Advanced communication skills (written and interpersonal)
- Business or technical writing skills would be advantageous

This is an exciting opportunity to join a well-recognised company that values integrity, systems and innovation.

To apply send a cover letter and resume to:

Mort & Co
PO Box 758 Toowoomba QLD 4350

Email: recruitment@mortco.com.au

Applications close: 14th June 2019