

Signature Onfarm

Project Coordinator

Signature Onfarm is seeking a Project Coordinator to assist with the construction of an innovative on farm abattoir located in Central Queensland. The company is part of a broader family owned group consisting of Pastoral and Branded Beef business units. The project is located on Sondella Station, 60km NW of Moranbah in Central Qld. The Project Coordinator will be responsible for providing administrative and internal support to the Project Manager throughout the project build and commissioning. Ideally the project coordinator will move to a senior role within the group at the completion of the project construction. This is an opportunity to work on an innovative project as part of a small but very productive team, you will have a wonderful opportunity to be across many different tasks and be mentored by senior members.

The responsibilities of this position shall include but not be limited to:

- Providing administrative support to the Project Manager
- Prepare documentation associated with the project including, reports and submissions
- Assist in the planning and deployment of labour and materials
- Ensure maintenance and accuracy of project records
- Maintain operational accounts and budget reports
- Assist with maintaining compliance with company and development policies and procedures.
- Providing information and regular support to project stakeholders

About you:

- An agricultural background or strong desire to further a career in agriculture and an ability to live and work in a rural area.
- Strong organisational skills including the ability to meet hard deadlines and keep detailed and accurate records.
- Strong communication skills
- Proficient with Microsoft Office
- The ability to develop and maintain strong relationships
- The capacity to develop and implement innovative solutions
- Community minded and able to contribute to surrounding rural community.

Accommodation is available on farm. A generous salary package commensurate with experience is available.

To apply please send us a copy of your resume, including a minimum of two work related referees and a cover letter that addresses the competencies listed above.

Applications or queries to:

onfarm@signaturebeef.com.au

Applications close 11th of October 2019.