



HANCOCK AGRICULTURE

Livestock Administration Officer

About Hancock Agriculture

A world-class agribusiness, Hancock Agriculture, incorporating S. Kidman & Co Pty Ltd and Hancock Prospecting Pty Ltd Services, seeks to appoint a Livestock Administration Officer to join our team in the Adelaide Head Office.

Hancock Agriculture has a long and proud history in Agriculture. With over 30 properties across Australia, spanning 10 million hectares, we are one of the country's largest producers of beef with a herd of over 320,000.

About the Role

An opportunity to join our dynamic finance and the wider Hancock Agriculture team has become available in this newly created role, reporting directly in to the Management Accountant, your key tasks, but not limited to, will include;

- Processing cattle Sales, Transfers and Purchases of livestock in the livestock system
- Maintenance of the company's individual animal database (the Cattle Management Application) and reconciliation to the livestock system, including NLIS Database recording (National Livestock Identification System), monitoring and reporting for all S Kidman Properties
- Accurate recording of Tax and Sale Invoices related to cattle movements
- Other general duties as advised by the Finance Team

To be considered for this role, you will ideally possess the following experience and skills:

- Beef Pastoral / Agriculture (preferred)
- Intermediate level of Microsoft Office applications, with strong Excel knowledge
- Excellent problem solving and analytical skills, complimented with attention to detail
- Strong written and verbal communication
- Finance and administrative
- Excellent time management
- Ability to work as part of a team or autonomously

To apply, please email your cover letter and current resume to careers@hancockagriculture.com.au quoting BC-ADL-LAO-2019

Please note: You must have the legal right to live and work in Australia to apply for this position.

