



Administration Officer

Sandalwood Feedlot has an exceptional opportunity to join our team near Dalby, Queensland. Sandalwood Feedlot is owned by Korean retail giant LOTTE and is a leading producer of high quality Wagyu beef for supply to LOTTE's retail businesses and other customers throughout the world.

Sandalwood Feedlot is a 16,000 head operation, run in conjunction with a 2,000 hectare grazing and farming operation. The business is located 20km east of Dalby on Queensland's Darling Downs, about 2.5 hours west of Brisbane and only a 1 hour drive from Toowoomba.

We are seeking an Administration Officer who will be part of our strong and dedicated administration team, and the successful candidate will gain exposure across a varied range of feedlot operations and domestic and international meat production and marketing programs.

Applications close 30th October 2020

Reporting to the Administration Manager your duties will include;

- Reception duties
- Weighbridge operation
- Receival and dispatch of stock
- Testing of commodities at delivery
- Administration of daily livestock records

Candidates with the following attributes will be highly regarded;

- Exceptional communication and interpersonal skills
- Attention to detail while managing competing deadlines
- Enthusiasm toward continuous learning
- Passionate about a smooth running & organized business environment
- Desire for long term employment
- Willingness to adapt and multi-skill

We Offer

- Development and appropriate training
- Competitive remuneration composed of an hourly rate and appropriate penalties for overtime and weekends

For further information contact Sandalwood on 07 4663 7739 or
forward your resume (with referees) to:

Martin Fullagar

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