

## **HCA Operational Assistant**

***The gateway to a career in management in the pastoral industry***

**Location: Pegunny Regional Office, Moura QLD**

Hewitt Cattle Australia (HCA) is a progressive and innovative large-scale livestock enterprise with operations in NSW, QLD, NT and SA. Currently managing over 1.85 million acres and 80,000 head of livestock, with an expansionary focus and driving continued profitable growth.

HCA is currently seeking an Operational Assistant to support our Chief Operating Officer (COO). Previous experience in the field is an advantage however, must be able to demonstrate key administrative and computer skills. This role is hands on, operational focused and will work closely with the COO and Corporate Services team to meet key objectives and targets.

- Provide executive support to the Chief Operating Officer
  - Manage meetings, appointments and travel requirements
  - Email management and correspondence
  - Prepare documents, briefs, file notes and board information as required
  - Assist with minor analysis of financial and business information
  - Travel and work remotely as required
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- Work on specific projects as directed by the Chief Operating Officer and Corporate Services
  - Assist with the management of GAP and Organic Certifications and Audits
  - Assist with the coordination of Environmental Monitoring and Wild Dog Management
  - Livestock Management
  - Operational Team recruitment
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- Preparation for logistical and operational decision making

This is an excellent opportunity for an individual seeking a career in a challenging environment, working amongst a highly professional and industry leading senior management team.

If you are confident in your ability to deliver on operational requirements at the property level and have high standards you will enjoy being part of the HCA team.

Please email your comprehensive resume and two references to [careers@hewittcattle.com.au](mailto:careers@hewittcattle.com.au).