



Role: Station Operations Officer

Location: Delamere Station

of openings: 1

About the business

The Australian Agricultural Company has been passionately perfecting the Art of Australian Beef since 1824. It's what we do. Not only are we the oldest continuously operating company in Australia, but also the largest producer of beef, with the ability to deliver consistently at scale. We combine generations of farming heritage with stewardship over some of the world's finest cattle country and the most advanced, innovative technologies available to deliver premium beef to the world's most discerning consumers.

Location

Delamere Station is located in the Victoria River district, 170km south west of Katherine and 500km south of Darwin. Delamere is a breeding station, running predominantly Brahman cattle.

Duties & responsibilities

Due to recent internal promotions, we are now seeking a skilled individual to join the team as the Station Operations Officer of Delamere Station. As the *Station Operations Officer* you will be a core leader within the operational team responsible for running the station office, homestead and social club. This role is instrumental to the smooth running of the administration and day-to-day operations of the station. You will be someone who knows the importance of creating a positive culture while ensuring compliance of station administration requirements.

You will contribute to the success of AACo by contributing to the timeliness of monthly financial, safety and people deadlines as well as nurturing the culture and people on station.

Your role exists to make our business better. On any given day this could include, but is not limited to:

- Lead the health & safety and first aid management on site
- Action all administration requirements of the station as required
- Own the induction process from recruitment and payroll through to training
- Seek support from Finance (if required) to process and pay invoices on time to meet budget requirements
- Manage station kitchen and cook to provide high standard of meals to station staff with budget guidelines
- Maintain a high standard of presentation of the garden, homestead and other buildings and surrounds
- Provide hospitality to guests, visitors or training groups
- Ad hoc operational maintenance including coordinating trades people, homestead activities etc.



Qualifications & Experience

- Current Drivers Licence
- Current First Aid certificate
- RSA advantageous
- Demonstrated experience as an administrator and exposure to stations is preferred
- Strong and confident to use Microsoft Office suite

Life on station – what can I expect?

- Airconditioned Accommodation and full board included
- Wifi access
- Social Activities, Inter-station competitions, opportunity to participate in Camp drafts
- Onsite social club with wooden deck and pool

Applications

Please direct any queries relating to this role to recruitment@aacoco.com.au

Applications closing 26 February 2021.

To apply for this position,
[click here.](#)

