



## ROCKY REPRO

Rocky Repro is Queensland's most comprehensive bovine reproduction centre, with our operations conveniently based at Alton Downs, just 17 km's from Rockhampton's CBD. We provide a full suite of veterinary bovine artificial breeding services and program management, extensive domestic and international marketing of bovine genetic material, and supply of associated reproductive consumables.

## THE ROLE

We are seeking a well organised and dynamic person to join our team at Alton Downs as our Operations Manager. This is an exciting busy role that will suit an operations and/or administration manager who enjoys variety in their daily work environment. In an exciting business with professional export certified facilities, you will, lead a small team interacting directly with customers, manage the Centre's inventories of genetic material, and coordinate the smooth running of the Centre's daily operations.

## KEY RESPONSIBILITIES

As the Operations Manager you will be responsible for:

- Inventorying of all incoming and outgoing semen and embryo straws
- Ensuring the ongoing accuracy of all the genetic stock inventory records
- Organising the shipping/transfer of genetic material and reproductive consumables to domestic and international clients
- Maintaining current IATA (export) certification
- Interacting with clients throughout much of the domestic semen and reproductive consumables sales processes
- Management and consolidation of invoices to monthly client accounts
- Coordinating all operational staff
- Scheduling in Centre collections
- Coordinating bull arrivals and departures
- Maintaining the dispatch office and warehouse areas in a professional manner
- Managing basic operational staff needs, e.g. Scheduling requests leave requests etc.

## EXPERIENCE & QUALIFICATIONS

- Strong, demonstrated operational management background in a client servicing office administration environment
- Minimum 3 years' experience managing administration/operational staff
- Good working knowledge of MS Office
- Tertiary qualifications (desirable)
- Veterinary practice or large animal agribusiness experience (desirable)

## ABOUT YOU

This position is a key role, pivotal to the smooth running of our daily operations.

You will:

- Have a mature professional attitude to your work
- Take ownership for your responsibilities
- Possess excellent communications skills (internal and external)
- Possess excellent time management skills and an ability to prioritise tasks (particularly during busy times)
- Demonstrate initiative and problem solving skills when faced with operational issues 'outside the norm' (e.g. freight delays, incorrect consignments, 'last minute' customer requests, etc.)
- Have a good confident working knowledge of MS Office and general business computer systems (training will be provided on our specific systems)
- Have excellent people management credentials, with a particular appreciation for managing relationships in a small, close team environment

If this opportunity sounds like you, please send your application (cover letter and current resume) to [tim@rockyrepro.com.au](mailto:tim@rockyrepro.com.au)

APPLICATIONS CLOSE: 28/02/2021