

Livestock Administration Officer

Stanbroke is an Australian family-owned integrated beef and cattle company. Operating 8 cattle stations in northern Queensland, extensive backgrounding properties and a 30,000 head feedlot operation in southern Queensland and a fully accredited beef processing facility in the Lockyer Valley.

Based at the feedlot office in Chinchilla, and reporting to the Administration Manager, this position will be responsible for:

- Processing and maintaining livestock production records, with weekly and monthly reporting
- Assisting with maintaining Quality Assurance program requirements
- General administrative tasks including data entry, reporting and weighbridge operation.
- Managing phone calls and incoming correspondence
- Providing assistance to the feedlot personnel when directed
- Maintain cleanliness of the office and kitchen facilities

Key attributes required:

- Excellent communication skills, highly organised with the ability to complete daily tasks in an efficient manner
- Sound knowledge of livestock production systems
- Extremely diligent with excellent attention to detail
- The capacity to learn new software systems
- A good understanding of animal welfare practices, quality assurance and workplace health & safety

Prior experience with Feedlot 3000 or StockAid will be highly regarded but not essential for potential applicants.

If you are interested in applying for this position forward your resume to hrfeedlot@stanbroke.com or send via post to Manager Feedlot Stanbroke Beef 1847 Greenswamp Rd, Chinchilla QLD, 4413