



WEIGHBRIDGE OPERATOR / ADMIN ASSISTANT – SMITHFIELD FEEDLOT

Smithfield Cattle Company is a family owned, values driven, cattle operation, growing and marketing cattle both domestically and internationally.

We are currently seeking a Weighbridge / Administration Assistant for Smithfield Feedlot.

Reporting to the Office Manager, we require an enthusiastic person to assist our administration team, has a genuine interest in the feedlot industry and a desire to achieve their best every day.

Key Duties and Responsibilities include:

- Weighbridge operation.
- Data entry and processing in specialist feedlot systems.
- Reception and administration duties.
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Essential Requirements:

- Attention to detail and accurate recording keeping.
- Intermediate computer skills.
- Excellent communication and interpersonal skills.
- Effective teamwork skills and able to work autonomously.
- Current drivers' licence.
- Ability to work weekend and early starts.

We offer competitive remuneration, training & career development and all the benefits of a great workplace.

At Smithfield, Staff are duly considered the most valuable part of the enterprise.

To apply, please email your current resume with references to don@smithfieldcattleco.com or phone 0428689165.