

Agribusiness Administrator

- Opportunity for administrators with a passion for livestock industries and a desire to build a career.
- Responsible for provision of general breed society administration and delivery of high-value services for a progressive beef cattle breed association.
- Based at the hub of Australia's livestock industries in Armidale, NSW.

COMPANY BACKGROUND & PURPOSE

The Agricultural Business Research Institute (ABRI) is a dynamic company that provides breed recording, genetic evaluation and secretariat services to a wide range of livestock industries including beef cattle, sheep, goats and dairy cattle. This position is based at ABRI's head office on the campus of the University of New England, Armidale NSW.

SKILLS & ATTRIBUTES

Applicants should have the following skills and attributes:

- Understand the fundamentals of business and financial management/administration
- A sound knowledge of the livestock breeding industries
- A good understanding of modern breeding techniques including genomic technologies and their application in livestock industries
- Well-developed computer skills and ability to learn and use new computer systems
- High level competency with Excel, Word and the Web
- Competent in Xero accounting package
- A good communicator with excellent interpersonal skills
- Willingness to work cooperatively with a board of directors, society members and staff
- Excellent organisational and time management skills
- Ability to work unsupervised and display initiative
- Willingness to undertake training and staff development
- Creative problem solving and trouble shooting skills

Interstate travel may be required.

EDUCATION & EXPERIENCE

A degree or diploma in Business Administration, Agribusiness or Agricultural Science would be looked upon favourably. Applicants with livestock industry experience are also encouraged to apply.

A salary will be negotiated to reflect experience and qualifications. Option for part time contract.

Contact Details

Applications including the contact details of at least 2 professional referees need to be lodged by July 30 2021 to ABRI, University of New England, ARMIDALE NSW 2351, Email: hr@abri.une.edu.au. For further details please call Trish Faint on 02 6773 3555.