



Administration Officer

With a commitment to quality spanning over 63 years, Stockyard produces high quality grain fed Wagyu and Angus beef and has embraced innovation to deliver Australia's finest grain-fed beef. Stockyard Lot Feeders Pty Ltd Kerwee feedlot is a 20,200 head modern feeding facility based in Jondaryan, QLD.

About the job:

The Administration Officer role is an integral part of the team and will deliver efficient and effective administrative and clerical support for all teams and supports day to day operations of the feedlot. This position is required to work as part of Administration team.

Reporting to the Office Manager, your responsibilities will include the following:

- Accounting (Accounts payable and receivable)
- End of month Reporting
- Weighbridge operation
- General Microsoft Excel Reporting
- General administration
- Answering phone calls and assisting visitors
- Quality Assurance administration

About you:

We are keen to hear from you if you possess the following:

- Experience with Microsoft Dynamics Business Central and Elynx Livestock Management Software (preferred, but not essential)
- Experience with Microsoft Office is essential.
- Strong attention to detail and time management skills
- Excellent collaboration skills with an ability to develop strong relationships with key stakeholders and at all levels of the business.
- Be flexible and able to pivot priorities based on the business needs
- Experience in an administration role with an agricultural business would be highly regarded.

KERWEE FEEDLOT

Phone: +61 7 4692 2277 Email: kerwee@stockyardbeef.com.au
Address: 236 Jondaryan-Evanslea Road, Jondaryan, QLD, 4403 - Australia



What's in it for you:

Our focus is to create an environment in which our team can succeed so we're committed to investing in our people and providing them with a safe, happy work environment. In this role you will have access to benefits such as:

- Access to an Employee Assistance Program offering professional counselling service that can work with you on issues that are affecting you personally or professionally.
- On-demand wages to access your pay ahead of our scheduled fortnightly payday.
- Employee discounts on Australia's most awarded branded beef
- Investment in professional development
- Huge role diversity in terms of scope, execution and future stretch opportunities including avenues to explore other areas of the business.
- A supportive environment where great work and effort is recognised and rewarded.

This is a great role with a highly regarded private vertically integrated beef business. If you feel you have what it takes to succeed in this demanding yet rewarding position, please send your application (including cover letter and resume) for consideration to recruitment@stockyardbeef.com.au. Applications close **27 December 2021**.

If you'd like to discuss this role further, please call Emma Pearce on **07 4692 2277**.

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