



Arubial Pty Ltd, situated on the Western Darling Downs QLD, operates as a feedlot, stud and cropping aggregation, trading as Lillyvale Feedlot and Arubial Pty Ltd.

We currently have a position available in our feedlot division for a **Livestock Administration Officer**.

**About The Role:**

Reporting to the Feedlot Operations Manager and working alongside our existing feedlot administration team, the Livestock Administration Officer will carry out all administrative functions relating to the movement of cattle into and out of the feedlot. This role is essential to the smooth functioning of the business, relying on you managing and reporting information and data accurately, and effectively liaising with multiple stakeholders, both internal and external, in a timely manner. You will need to meet the required deadlines for livestock documentation, invoicing, reporting & other general administrative duties.

**About You:**

This opportunity is well-suited to a highly-organised, efficient individual who thrives in a fast-paced environment, ideally from a livestock background, looking to kick-start or develop their career within the beef industry. We are looking for an individual possessing the following traits:

- Advanced Microsoft Office Suite skills (especially Excel)
- Ability to communicate confidently, with professional email & phone manner
- Accurate numerical skills with attention to detail
- Excellent organisation and time management skills
- Ability to work both autonomously and within a team
- Proactive problem-solving ability
- Understanding of LPA & NLIS compliance
- Experience in MYOB accounting software & Elynx feedlot software suite (StockalD, FY3000 & Weighbridge3000) is advantageous, however not required.

Arubial Pty Ltd provides a competitive wage, professional development & training opportunities, and staff accommodation (subject to availability).

If you think you would be a suitable fit within our team for this position, please forward your resume, accompanied by a cover letter & 2 referees, to:

**Attn: Feedlot Operations Manager**  
[admin@lillyvalefeedlot.com.au](mailto:admin@lillyvalefeedlot.com.au)  
**'Arubial', Condamine QLD 4416**  
**(07) 4628 1190**