

## Administration Coordinator, Regional NSW

- Career advancement opportunities in a growing business
- Fast paced position involves understanding all aspects of the business
- Work from home opportunities available

### About the role

The StockLive Group has an exciting opportunity for an Administration Coordinator to join our business and assist in the achievement of operational outcomes, through planning, organising, directing, and managing numerous aspects of the online auctions. This full time role will provide administrative support for all functions related to StockLive and Elite Livestock Auctions.

Key responsibilities include:

- Ensuring administration duties relative to sales are attended to in a timely and accurate manner.
- Provide efficient support to the team regarding sale day tasks, reports, statistical business analysis and other functions.
- Support the StockLive Manager to ensure that the operational plans, strategies, programs, projects, events, and objectives are planned, organised, and aligned with each other and are carried out effectively.

### Ideally the successful candidate will have:

- Previous experience in an administrative role, tertiary qualifications in Business/Administration highly regarded.
- Experience using database systems and performance data entry, including strong attention to detail and accuracy.
- Comprehensive knowledge of the livestock industry and terminology.
- Ability to develop and foster strong interpersonal relationships with internal and external stakeholders.
- Solid analytical & problem solving skills.
- Drivers licence essential.

### Who we are

AAM Investment Group is an Australian owned and operated business and manages a range of agricultural assets across Australia. Assets include livestock exchange facilities, beef pastoral operations, mixed livestock and cropping operations, poultry farm operations and timber production facilities.

The StockLive Group is a subsidiary of AAM Investment Group and is an innovative online auction platform, providing services to the Australian agriculture industry. The StockLive Group provides the most advanced and easy to use, interactive online auction experience for the Australian livestock and related industries.

### How to apply

To apply please submit your resume and cover letter outlining your relevant skills and experience to: [careers@aamig.com.au](mailto:careers@aamig.com.au) and quote job reference number: **STK01**

For confidential enquiries please contact Human Resources by phone: 07 3153 8836 or email: [careers@aamig.com.au](mailto:careers@aamig.com.au)