

## **AGRIBUSINESS ADMINISTRATION TEAM ASSISTANT**

**LOCATION:** On-Station, Mudgee Region, NSW

Hewitt is a progressive, innovative, and expanding large-scale livestock enterprise recognised for employing best management practice across its operations. The company has over 40 years' experience in successfully owning and operating grazing assets throughout Queensland, Central Australia, and New South Wales.

Due to our growth as a leading vertically integrated supply chain, Hewitt presents an exciting opportunity for an individual seeking a career in a challenging yet rewarding environment, working amongst a highly professional, industry leading team. The role will be based on one of our properties in the Mudgee region with travel required to other NSW assets periodically. The role presents the opportunity to live on-site and immerse yourself in the business. You will be a strong communicator, a driven and committed team player who is focused on progressing their career. There is potential for couples to apply with livestock and farming work available for a partner.

### **THE ROLE**

- End of month station data entry and review
- Data consolidation for reporting
- Event organization
- Preparation of documents and presentations
- Stud record keeping
- Employee health and safety administration
- Livestock handling
- Other general administrative duties and ad hoc projects as required.

### **PREFERRED SKILLS**

- Rural knowledge and experience
- Intermediate skills in Microsoft suite of programs
- A strong work ethic and the flexibility to adapt to rapidly changing priorities
- High level of attention to detail
- Highly organised and able to multi-task
- Confidential, discrete, and tactful
- Knowledge of or ability to quickly gain knowledge of Sapien livestock software

Hewitt is a trusted high-claims, sustainable business that promotes career progression. We emphasise a great social environment and encourage all employees to participate in community events including sports, campdrafts, rodeos, races, and in-house social events.

To apply, please send a resume listing two industry specific referees to [careers@hewittfoods.com](mailto:careers@hewittfoods.com). For all queries, please contact Tammy Graham on 0417 607474.