



Administration & Logistics Assistant – Red Meat Sales

Location: Myroodah Station, Derby WA (Accommodation & Full Board Available)

Employment Type: Full-Time

Start Date: Negotiable

Salary: Negotiable

About the Role

Kimberley Agriculture and Pastoral Company are seeking a motivated and organised individual to assist with the administration and logistics of red meat sales. This role is ideal for someone who is confident with systems, thrives on detail, and enjoys supporting the smooth running of sales and supply logistics. Reporting directly to the KAPCO Beef Manager, you'll be responsible for maintaining and updating inventory records, coordinating deliveries and dispatches, and supporting the broader team to ensure efficient movement of red meat products from station to market.

Key Responsibilities

- Manage and update Excel spreadsheets for stock, sales, and inventory tracking
- Assist with logistics coordination – transport, orders, documentation, and delivery schedules
- Provide administrative support for red meat sales, including record-keeping and reporting
- Communicate with customers and freight to ensure timely execution of sales
- Maintain accurate digital and paper records for compliance and traceability

Skills & Experience

- Strong computer and data entry skills (Excel proficiency essential)
- Excellent attention to detail and organisational ability
- Knowledge of the red meat industry – preferably with a beef background
- Ability to work independently and communicate effectively with remote teams
- Previous experience in administration, logistics, or agribusiness is highly desirable

Personal Skills

- Reliable with great work ethic and the ability to maintain a positive attitude. You will have strong skills in adaptability and accountability and exceptional attention to detail.

Why Join Us

This is an opportunity to be part of a respected pastoral operation with a hands-on role in the red meat supply chain. You'll work in a supportive environment where your initiative and attention to detail directly contribute to operational success.

To Apply: Please send your resume and a brief email outlining your relevant experience to KAPCO Beef Manager – Allison Dakin – allison.dakin@kapco.com.au. For more information, please call Allison on 0488 500 482.