

## Administration Officer

<b>DIVISION:</b>	Hewitt Agribusiness
<b>LOCATION:</b>	Moura, QLD
<b>TERM:</b>	Permanent Full Time
<b>REPORTS TO:</b>	Operations Manager

### ABOUT HEWITT

#### **Hewitt – the most influential & trusted provider of high claims organic protein**

Hewitt has a commitment to unrivalled quality and consistency; we serve customers and consumers in over seven countries through a vertically integrated global supply chain—from farm to plate. We proudly support the growing demand for nutritious, sustainable, and high-quality red meat.

Our purpose is simple: **“To feed the world with a system that lasts forever.”**

With a rich family history spanning over 120 years, the Hewitt family has always been dedicated to sustainable agriculture and guided by the simple philosophy of ‘treat the land well, treat people well, and treat animals well’. We champion regenerative organic agriculture, passionately commit to animal welfare and actively support the communities we live in. Hewitt has proudly supplied many of the world’s largest food wholesalers and retailers, earning numerous industry awards and recognitions for our efforts.

#### **Join #teamHewitt, a high-performing, values led business, as an Administration Officer**

We're looking for a proactive, organised Administration Officer who enjoys variety and wants to build a career in the agricultural industry. In this role, you'll support our livestock, procurement, logistics, and general admin functions. You'll have a genuine interest in the agricultural industry with great attention to detail, and a willingness to jump in wherever needed. If you're an all-rounder who loves keeping things running smoothly, we'd love to hear from you.

#### **What can you expect day-to-day?**

- **Livestock Administration:** Assist with the data integrity, recording and reporting of livestock movements across the Hewitt properties.
- **Procurement Administration:** Assist the property projects team to gather quotes, organise logistics, source or sell plant and equipment.
- **Travel Bookings:** Ensure our Agribusiness team get where they need to be by assisting with flight, accommodation, hire car and internal travel bookings.
- **Events/Presentations:** Assist the Agribusiness team to prepare and host guests, prepare presentations and assist in building standardised documentation.
- **Daily Operations:** Assist with all ad-hoc administrative tasks as they arise. There is never a dull moment.

#### **What you bring:**

- Excellent organisational skills & strong attention to detail
- Competent with Microsoft office suite of programs
- Be proactive and anticipate what's needed
- Be flexible and comfortable juggling a variety of tasks
- Be a quick learner and a team player
- Enjoy a fast-paced work environment and changing priorities
- Reliable, dependable and trustworthy
- Genuine curiosity about the agricultural industry
- Stay calm under pressure and maintain a solutions-focused mindset

#### **Apply now**

This role is based on our flagship aggregation, and the successful candidate will be required to live on-site. Accommodation and meals are provided as part of the package. This is an excellent opportunity for someone looking to start or grow their career with a leading pastoral organisation.

**You can apply now directly through our website or email your application to [careers@hewittfoods.com](mailto:careers@hewittfoods.com) including your resume and two work referees.**