

Job Description

We currently have a **Livestock Administration** role available at Maryfield Station NT

The **Livestock Administration** is responsible for providing financial and administrative support to assist in the operations of the site. The role supports the Business Manager by completing day-to-day financial tasks, keeping livestock records and general administrative duties. The **Livestock Administration** role is responsible for providing all Livestock movements including sales, purchases and maintaining the NLIS database, updating herd numbers and producing accurate stock returns on Maryfield Station. Overseeing the collection, record keeping, routine reconciliation and analysis of livestock data to measure and monitor livestock performance.

Property Description

Maryfield Station encompasses a diverse range of agricultural practices including the grazing of large-scale cattle herd, cropping, spelling and feedyard operation. Maryfield Station is just off the Stuart Highway with all-weather, year-round access, only a short drive from Daly Waters and with Katherine a few hours away to the north. Maryfield Station is located on 147,300 hectares and has 15,000AE cattle.

Key Tasks, Duties & Responsibilities

- Administration of all livestock movements, sales & purchases at Maryfield including maintaining the NLIS database, updating herd numbers and producing stock returns in the required time frames.
- Overseeing the collection, record keeping, routine reconciliation and analysis of livestock data to measure and monitor livestock performance.
- Preparation of month end analysis and reporting as required on livestock performance to support strategic decision making.
- Leading the testing, planning and management of livestock management software across six sites within the AAM Northern Portfolio including training and change management with site staff.
- Seeking to continually improve and build on existing internal procedures in livestock management data systems.
- Provide additional financial administrative support to the Maryfield Business Manager
- Promoting and maintaining a strong positive working culture

- AAM is committed to providing a safe and healthy workplace for all staff, clients, and visitors to our facilities. All staff are required to contribute to and promote a continuous workplace health and safety culture.

Experience and Qualifications

- Previous experience in a similar Livestock administrative role.
- Tertiary qualification in Business / Administration or relevant experience.
- Experience using Agri Webb preferred and animal data recording systems including NLIS and Data Mars.
- Experience in data entry analysis and report writing

Competencies and Skills

- Structured approach to work with exceptional organisational and time management skills.
- High level of initiative and demonstrated problem solving skills.
- Strong attention to detail and high degree of accuracy.
- Demonstrated intermediate level of MS Office Suite
- Flexible approach to work and ability to adapt to changing situations

Job Benefits

- Competitive remuneration, plus private accommodation with air-con, meals and Wi-Fi included.
- Great community feel with fellow station team members.
- Opportunities to attend social events including race days, rodeos and camp drafts.
- Join a rapidly growing Australian owned and operated agribusiness.
- On the job training and mentoring support provided.

Application Details

To apply please send your resume and cover letter to careers@aamig.com.au