

Feedlot Administration / Livestock Hand

Bowenville, QLD | Full-time

Waluca Farming is a family-owned mixed farming operation, located near Dalby, with a team of 5 staff. Established in 2016, the business has built a reputation for consistent cattle performance and long-term client relationships.

We are seeking a reliable and motivated Administration / Livestock Hand to join our team. The position offers genuine variety, combining office administration with hands-on involvement in the daily operations of a working feedlot, split approximately 50% administration, 50% livestock operations.

Key Responsibilities

Weighbridge and Commodities

- Operate the weighbridge, recording receipt and dispatch of cattle, grain and commodities
- Direct vehicles to designated loading and unloading areas
- Obtain and maintain Commodity Vendor Declarations for all incoming deliveries

Livestock Records and Compliance

- Record arrivals, dispatches, pen movements and mortalities in FY3000 / StockaID
- Complete NLIS transfers, tag replacements and month-end reconciliation
- Prepare National Vendor Declarations and associated movement documentation

Reporting and Administration

- Complete daily system updates and weekly, fortnightly and monthly reporting cycles
- Prepare custom feeder reports for clients
- Raise purchase orders, process invoices and conduct periodic stocktakes
- Manage incoming correspondence across telephone, UHF and the shared email inbox
- Receive visitors and contractors, and maintain associated documentation

Livestock Operations

- Assist with inductions, drafting and animal health treatments
- Provide support to the livestock team as operational requirements dictate

Skills and Experience

Essential

- Reliable and well organised, with genuine pride in the standard of your work
- Demonstrated attention to detail and a commitment to accurate record keeping, consistent with audit and quality assurance requirements
- Sound computer literacy, including Microsoft Office
- Confidence working in and around cattle, with a calm and considered approach to stock handling
- Comfortable working in a rural feedlot environment
- Clear and personable communication, including telephone and UHF

- Current driver's licence
- Capacity to work autonomously and contribute effectively within a small team

Desirable

- Experience with FY3000, StockalD or comparable feedlot management software
- Prior experience in a feedlot, agricultural or livestock environment
- Chemical handling accreditation

Training will be provided to the successful applicant where required.

What We Offer

- A supportive, family-operated workplace where individual contribution is recognised
- Genuine variety across administration and livestock operations
- Exposure to all facets of feedlot and livestock production, with scope to develop within the business
- Secure, ongoing employment with a well-established operation

Remuneration and Conditions

- **Hours:** Monday to Friday, commencing at 7am, finishing at 4pm, with a rostered weekend one in 4
- Personal protective equipment supplied

Applications

This position would suit someone seeking a varied, hands-on administration role and the opportunity to become a valued member of a close-knit team.

Applications, including a current resume and the contact details of two referees, should be directed to Cameron Mead at cam.mead22@gmail.com. Enquiries regarding the position are welcome on 0448 841 219.