



Role: Livestock Administrator

Location: Goonoo Feedlot

of openings: 1

Role: Livestock Administrator

Manager: Administration Manager

Application Closing Date: 8 May 2020

Why this role exists

As our Livestock Administrator your role will contribute to the success of AACo through diligent and accurate support with livestock administration and office tasks. You have a key role in supporting management, ensuring that all livestock data is accurately collaborated and maintained in accordance with QA guidelines, and providing general administrative support to the team.

You will be required to have a strong passion for the beef industry, being keen to learn and develop your feedlot administration skills and processes. You'll be passionate in your role, and demonstrate this through proactive seeking of tasks and innovative ways to improve processes across the property, while continuing to drive operational efficiency in your everyday work.

Previous experience in a similar role will be highly desirable.

What we offer

- Single air-conditioned accommodation
- Meals - excellent cook!
- Active social club
- 70km out of Emerald
- Training and development opportunities provided
- Excellent team environment

Who You Are & What You'll Do

Ownership mentality: You own your space, and love the feeling of having accountability for a piece of work and how it contributes to our success as a Company

Team, team, team: You understand that success comes from a team working together to achieve outcomes, rather than individual brilliance

You're the 'go to' person: You are the type of individual that ensures things run smoothly at all times



Outstanding experience provider: You appreciate everyone you come into contact with and ensure their experience with you and the business is the best it can be, whether that be over the phone or in person

Organised: It's your middle name!

Key Responsibilities

- Processing livestock data in a timely and accurate manner in accordance with QA guidelines
- Accurately reconciling daily activities in Feedlot programs StockAid and FY3000
- Accurately collaborate and maintain weekly reports to deliver to management on time
- Providing professional administrative support to the admin team, answering phones, liaising with suppliers, respond to emails
- Processing invoices
- Accurately weighing and sampling grain trucks and all other commodities
- Accurately weighing cattle trucks
- Familiarising yourself with the NLIS database
- Compiling daily Feedbunk reports for the Feedmill Team
- Ensuring office is kept clean and presentable

The official stuff – qualification and experience

- Excellent communication and organisational skills
- High level of attention to detail and accuracy
- Previous experience using Feedlot Programs StockAid and FY3000 or similar
- Previous experience using Microsoft suite (Outlook, Word, Excel)
- Proven understanding of administrative systems and processes
- Efficient and diligent – you value yours and everyone else's time, and are obsessed with getting stuff done
- You work to a deadline, and thrive under time and work pressures
- Experience in juggling multiple priorities; it's a busy property, with lots happening. Your ability to be flexible in completion of duties and tasks is imperative
- Ability to prioritise tasks based on urgency and importance

Behaviours you're great at!

- Ability to think beyond reflexive behaviours and use personal style dynamically to ensure the best outcome
- Can work collaboratively in a team environment but also thrive working individually
- A strong communicator who seeks to actively connect our property to the rest of the organisation
- Focuses and personally cares about ensuring AACo is a great place to work
- Is decisive and brave
- Recognises that they don't always have all the answers
- Focuses on strength, in themselves and others
- Strong in communication, presentation and stakeholder management ability
- Creative, curious thinker who's comfortable challenging the status quo



Medical

All new employees will be required to complete an initial medical questionnaire and pass a pre-employment functional assessment relevant to the requirements of the role

To apply for this position,
[click here.](#)

