



Role: Station Operations Officer

Location: Eva Downs Station

of openings: 1

We offer

- Competitive Remuneration
- Air-Conditioned Accommodation
- Prepared meals in the station kitchen
- Development and Training
- Transfer Opportunities at the end of each season

Who

- We are looking to share the Australian experience and require employees from a diverse range of backgrounds with a variety of skills, talents and aspirations, and a strong work ethic to join us
- Eva Downs is situated approximately 380 km north east from its nearest town, Tennant Creek. It is set in the hub of the Northern Territory's Barkly Tablelands on the historic Barkly Stock Route.
- Throughout our AACo operations, safety is a top priority and, as such, all employees must be absolutely committed to following our disciplined safety policies and procedures.

Our site

Eva Downs is situated approximately 380 km north east from its nearest town, Tennant Creek. It is set in the hub of the Northern Territory's Barkly Tablelands on the historic Barkly Stock Route.

Duties & responsibilities

As our Station Operations Officer you will be a core leader within the operational team responsible for supervising and/or running the station office and homestead. This role is instrumental to the smooth running of the administration and day-to-day operations of the station with minimal support.

You will be accountable for the financial and operational outcomes of the business unit that fall within your role as well as nurturing the culture and people on station.

This role is a Monday – Friday with the occasional few hours over the weekend, as required.

In this important role your duties will include, but are not limited to:

- Contribute to the timeliness of monthly financial, safety and people deadlines along with the smooth running of the station as well as nurturing the culture and people on station.



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- Coordinate the induction, training and onboarding paperwork for all new starters – ensuring it is compliant with internal policies.
 - Seek support from Finance (if required) to process and pay invoices on time to meet budget requirements
 - Maintain a high standard of presentation of the garden, homestead and other buildings and surrounds.
 - Provide hospitality to guests, visitors or training groups
 - Ad hoc operational maintenance including coordinating trades people, homestead activities etc.
 - Assist manager with weekly operational reports and documentation of performance reviews.

The official stuff - skills and experience you'll need

- Previous experience in an administrative role is advantageous but not required
- Prior experience as a station hand is advantageous.
- IT skills are advantageous
- Strong attention to detail
- High customer service drive
- Strong communicator both verbally and written
- A problem solver
- Team player who contributes with others on station and within the business
- Strong safety orientation
- Empathy, care and compassion for others

Start Date

ASAP

Additional Notes

- This job can be physically strenuous (demanding) from time to time. You will be expected to be able to walk, climb, bend, kneel, lift, grip, grasp, push and pull various tools and equipment. You will need the ability to frequently lift, push and pull from 10–20 kilo's and occasionally more.
- This job will require the ability to ascend/descend ladders.
- You will be required to wear personal protective equipment, including hats, gloves, safety glasses, covered shoes, and respiratory protection and ear protection as appropriate.
- This job requires the ability to comprehend written and oral operational and safety instructions and related rules, policies and memos, and to communicate clearly with your co-workers and supervisors.

Applications

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

