



Role: Technical Assistant

Location: Gordon Downs

of openings: 1

Technical Assistant

We have an exciting opportunity for a new Technical Assistant to join us on a **full time** capacity at our Gordon Down Station.

We offer

- Excellent working conditions
- Development and training
- Team orientated environment
- Housing accommodation – 2 bedroom dwelling.

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.

Our site

Gordon Downs is a gorgeous backgrounding property located outside of Emerald, QLD.

Duties & responsibilities

Duties will include, but are not limited to:

- Act as Technical Assistant for the StockIT, providing station support with the AAco IT Department, ensure that the software and associated documentation is up-to-date.
- Always ensure the integrity of data by ensuring that no changes are made to the information system unless they have been tested and approved
- Maintain accurate and up to date cattle records for the breeding herd, using StockIT, maintain data and Sync all laptops to OPC Weekly, maintain Vet Chemical inventory in StockIT and physical stock (including stocktakes) and assist in recording of sales, purchases, brandings and adjustments in Stockfusion .
- Assist in coordinating the hardware and Software to ensure StockIT PC's are operational, organise equipment to ensure laptops, race readers, stick readers are operational, charged and ready for use by AAco staff and contractors and ensure leads and Bluetooth are working and replacement items are on hand at all times.
- Provide administrative support for the station manager.
- Ensures vet Chemical inventory and supplies are recorded (as per LPQA) and ordered accordingly to ensure that stock is always on hand for cattle husbandry requirements.



- Ensure cattle inventory records (SANs and Livestock Returns) are sent to Brisbane office in a timely manner.
- Assist with any month end reporting requirements requested by the manager.
- Carry out station hand duties across the station as requested by the manager.

Requirements

- Previous experience in a similar role
- Attention to detail and a high level of accuracy (data)
- Excellent data entry skills for computer (Office, Excel, Word)
- Ability to ride a horse and handle cattle.
- Ability to work under limited supervision
- High level organisation skills
- Written and verbal communication skills

Physical Demands

- This job can be physically strenuous (demanding) from time to time.
- 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.

Working Environment

This is a physical job that includes both indoor and outdoor work in all types of weather and temperature environments

Start Date

Immediate Start

Applications

To apply please forward your application to recruitment@aaco.com.au or click the link to apply.

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

