



Administration Officer (Maternity Leave Cover)

Stockyard Beef, a family owned vertically integrated agribusiness located on the Darling Downs is looking for a team member to assist with the daily administration of our multi award winning, Kerwee Feedlot.

We're looking for an Administration Officer to join our team for a fixed term of **12 months**. This is a fulltime position, with early morning starts, Monday to Friday and based at Kerwee Feedlot in Jondaryan.

You'll be part of our Administration team reporting through to the Office Manager, and your responsibilities will include the following:

Assist with daily weighbridge operations including:

- Preparation of commodity contracts and managing weekly grain orders and deliveries.
- Monitoring incoming commodities including grain sampling, weighing, measuring moisture and screenings and storage of labelled grain samples.
- Liaising with the Feed Mill Manager to ensure grain deliveries are reconciled each week as per delivery orders
- Communication with feed mill and other departments to record inventory and manage stock takes.
- Validating and filing Vendor Declarations for commodities and livestock delivered
- Ensuring that weighbridge and office is clean and maintained as a pest free, hygienic work environment.

Assist with livestock and feed administration and database management including:

- FY3000/Stock Aid/Feed bunk
- NLIS Database
- Certificates, declarations, and documentation relating to purchases and sales of cattle.

Assist with general administration and reception including:

- End-of-month reporting
- Preparation, lodgment, and filing of regulatory reporting for livestock and commodities
- Maintain inventory and manage stock takes
- Data consolidation and analysis
- Quality Assurance
- Vendor Feedback
- Report department KPIs and provide reporting for any monthly or annual meetings.
- Directing telephone calls, distributing emails, attending to visitors.

Communicate with the management team to ensure daily and weekly schedules are planned and conducted effectively.

We are keen to hear from you if you possess the following:

- Experience in the use of Elynx animal management software programs (advantageous, however not essential).
- Strong attention to detail and time management skills.

KERWEE FEEDLOT

Phone: +61 7 4692 2277 Email: kerwee@stockyardbeef.com.au
Address: 236 Jondaryan-Evanslea Road, Jondaryan, QLD, 4403 - Australia



- Strong team focus, working collaboratively to make things happen.
- Previous experience in a feedlot administration role would be ideal, however not essential.
- Available for 7am starts (flexibility to these hours can be considered).

In return you will receive:

- A competitive salary package based on your experience and qualification
- On-demand wage to access your pay ahead of our scheduled fortnightly payday
- Nutritious daily lunches provided
- On the job training and with career development opportunities
- Supportive team culture where great work and effort is recognised and rewarded
- Regular team celebrations
- Discounts on Australia's most awarded branded beef
- Access to an Employee Assistance Program offering professional counselling service that can work with you on issues that are affecting you personally or professionally.

If you are looking for your next role in agriculture and are interested in feed lotting, and if you feel like you have the skills or are willing to learn, we would love to hear from you. Please forward your resume to recruitment@stockyardbeef.com.au and have a look on our website at <https://www.stockyardbeef.com.au/>.

This role will actively commence recruitment from the date of advertisement, so don't wait to apply. The closing date of this ad is dependent on the appointment of the role.

Stockyard is an equal opportunity employer. The successful applicant must have the right to work in Australia.

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