



Sales & Production Co-ordinator

Rangers Valley, a premium global beef brand is recruiting for a Sales & Production Co-ordinator to work in the meat division.

Rangers Valley specialises in the production of high quality, long fed Angus and Wagyu beef. We own and operation the iconic Rangers Valley Cattle Station and feedlot on the northern tablelands of NSW, we process beef under contract and manage our global sales and marketing from our Warwick office.

About the Role

Reporting to the Meat Division Manager, the purpose of the role is to act as a conduit between the Sales and Production teams within the Rangers Valley meat division. You will be liaising with internal staff, contract partners, freight vendors and customers. Good communication skill will be essential to the role. This is a dynamic and demanding role that will require someone who can work independently as well as in a team environment. The role will be located in the Rangers Valley Warwick, QLD Office.

Core Responsibilities include:

- Complete daily, weekly & monthly production plans in line with customer Purchase Orders.
- Manage stock on hand against production and allocate stock to orders.
- Complete load out requests and communicate with contract processing partners on load out plans and schedules.
- Book road, air and sea freight with freight vendors
- Complete draft invoicing for each load out as well as other shipping documents
- Some boning room supervision maybe required from time to time.

Qualifications, Skills and Experience:

Applications for this position should have the following skills and attributes:

- Experience in beef processing and beef specifications knowledge will be an advantage.
- A high level of competency in Microsoft Office programs.
- Strong organisational and communication skills.
- Strong attention to detail and planning experience.
- Ability to work within a team environment.

Applications including a cover letter and resume should be forward to Andrew Moore email: moorea@rangersvalley.com.au Phone +61 419 171 987

Application close on Friday 16th June 2017.