

**Administration Officer**

Rangers Valley Feedlot, on the Northern Tablelands of NSW, specialises in the production of high quality long fed beef. The operation combines a 40,000 head cattle feedlot as well as backgrounding and farming operations.

An office administration position has become available within our administration department at our feedlot located 30km north of Glen Innes.

This is a full time position on a Monday to Friday roster with some weekend work required over harvest periods.

This is a unique opportunity to be part of a premium beef business with a strong continuing growth strategy.

Reporting to the Financial Controller, this position will be an integral part within the administration team and will have responsibilities that include but not limited to;

- Ensure high attention to detail and process of cattle identification within our cattle management database.

- General administration tasks.

- Support for accounts receivable and payable processes

- Data entry.

- General support to business administration.

- Follow up of cattle compliance issues.

- General computer tasks using Microsoft office suite.

To be successful in this role you will ideally;

- Have previous office administration experience.

- Have strong interpersonal, written, and verbal communication skills

- Well-developed computer skills and ability to learn new systems.

- Have excellent attention to detail.

- Be highly organised with excellent time management skills.

- Understanding and experience in livestock transactions and movement would be advantageous

You will also bring a good attitude and willingness to learn that gives you the ability to work as part of a team as well as autonomously when needed.

For further confidential enquiries regarding the position responsibilities or essential skills required please contact Aaron Childs on 02 6734 4000 or email childsa@rangersvalley.com.au.

To apply please forward applications including cover letter highlighting your experience in line with the required skills as well as your resume to [childsa@rangersvalley.com.au](mailto:childsa@rangersvalley.com.au) or phone 02 6734 4000 for any other enquiries.

Applications close 30th April 2021