

**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;

- General administration tasks.

- Accounts receivable and payable processes

- Data entry.

- General support to business administration.

- General computer tasks using Microsoft office suite.

- Weighbridge duties

- Assist in fortnightly wages’ preparation

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.

Experience with Oracle ERP software would be advantageous, but not a requirement.

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 [careers@rangersvalley.com.au](mailto:careers@rangersvalley.com.au).

Applications close 30th May 2025