

## **Waterfall Feedlot Pty Ltd**

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# **Position Description**

## **Position Title: Admin Officer**

### **1. Organisational Relationships**

**Reports to: Robert Maudsley**

### **2. Position Summary**

**The successful applicant will join a Feedlot enterprise and contribute to the ongoing development of the operation. The farm pursues high standards and expects attention to detail and a team approach to all activities whilst fostering a friendly and enjoyable workplace. As part of the administration team, you will be expected to possess general office skills to ensure compliance with all facets of the feedlot administration.**

### **3. Major Responsibilities**

- **Ability to work within the guidelines of a Quality Assurance focussed feedlot.**
- **General office procedures including Microsoft Office Suite, banking and accounting software, Quality Assurance Program and various compliance requirements.**
- **Be self-motivated and enthusiastic with the ability to work within a team.**
- **Maintain all required records including stock treatment and stock handling records for reporting purposes.**
- **Understanding and commitment to WH & S procedures.**
- **Operation of weighbridge and associated requirements.**
- **Ensure all records are in order for annual auditing.**

## **4. Duties**

### ***Quality Assurance***

- **Ensure that all cattle that are subject to a NFAS Delivery Docket comply with the AUS-MEAT Minimum Standards for Grain Fed Beef.**
- **Ensure that each NFAS Delivery Docket is accurately completed and signed.**
- **The QA Officer must be up to date with the latest amendments to the NFAS, MSA and AUS-MEAT rules and standards.**
- **Ensure that appropriate records are being maintained and updated regularly.**
- **Creates audit reports and follows up on audit corrective action.**
- **Administer the feedlot QA Program**

### ***Weighbridge Operations***

- **Operate weighbridge software.**
- **Ensure the correct weighing of all vehicles entering the weighbridge as per Grain Harvest Management Scheme Rules.**
- **To ensure all weighing data is recorded and made available for operational records.**
- **Carry out duties in an accurate and diligent manner for correct compilation of information.**
- **Commitment to providing a high level of customer service.**

### ***Administration***

- **Maintenance of all office records including cattle in and out.**
- **Preparation of fortnightly customer accounts.**
- **Input of data into Reckon accounts.**
- **Reconciliation of monthly accounts.**
- **Maintenance of employee records and training compliance.**
- **General office duties including telephone, data entry, filing, customer enquiries and mail.**
- **Weekly, fortnightly and monthly reports as required.**
- **Recording of supplies received.**
- **Compliance with WH & S guidelines.**
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## **5. Skills and Experience (person specification)**

### ***Skills and knowledge***

- **Microsoft Office skills (mandatory).**
- **Good communication skills.**
- **Ability to work in a team environment.**
- **Reckon Accounts experience (desirable).**
- **General office procedures.**
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### ***Training and qualifications***

- **Drivers' licence (desirable).**

- Ability to follow WH & S guidelines (mandatory).
- Quality Assurance certification (desirable).
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#### ***Work Experience***

- Previous office experience (mandatory).

## **6. Personal Competency**

#### ***Acceptance of direction***

- Acceptance of direction and code of behaviour within the business.

#### ***Accuracy and eye for detail***

- Demonstration of a concern for accuracy.
- Attention to all requirements of a task and implementation of checking and follow-up.

#### ***Punctuality***

- Ability to be punctual on a regular basis and appropriate communication in the event of being delayed.

#### ***Prioritising skills***

- Identification of the important operational requirements of the farming enterprise. Implementation of priority tasks within the resource capabilities available.

#### ***Confidence***

- A quality of self-reliance and boldness.
- A confidence and belief in own ideas and opinions and a willingness to express and act upon them.

#### ***Empathy***

- The ability to perceive and understand the feelings of others.

#### ***Flexibility to cope with change***

- Demonstration of the ability to instigate, support and cope with change.

#### ***Handling pressure and stress***

- The ability to continue to perform well under pressure or in stressful circumstances.

#### ***Initiative***

- An ability to take action when enterprise is required.
- Actively seeks out opportunities to make extra contributions to benefit the business.

### ***Interpersonal skills***

- **The ability to interact appropriately and successfully with people of all different types and at different levels.**

### ***Listening skills***

- **The ability to give close attention to someone, follow instruction and involve in discussion.**

### ***Teamwork***

- **The ability to work with other people towards a common goal.**
- **To establish effective collaborative relationships with other people in the business.**

### ***Work ethic***

- **The commitment to work within the boundaries of what is reasonable industry expectation.**

### ***Communication***

- **Ability to communicate clearly and effectively via phone, sms, interpersonally or by email, present ideas and to document activities; to source, read and interpret written information.**

### ***Dress***

- **Suitable attire for working outside to be worn at all times – long sleeve shirts, hats and sunscreen are mandatory.**

## **Limitations and Disclaimer**

**The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.**

**All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to health and safety of themselves or other employees.**

**This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.**

**Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an 'at-will' basis.**