

# Administration & Finance Officer - Meat

## OUR VALUES

- integrity
- innovation
- enjoyment
- excellence
- systems

**Mort & Co is a leading beef feedlot specialist in Australia, and home to the internationally awarded Wagyu & Angus brands, The Phoenix and Grandchester.**

We are looking for a highly motivated Administration & Finance Officer to join the Meat Team in our Toowoomba office. Reporting to the General Manager- Meat Sales & Operations, this new role will be responsible for the administration & finance functions of the growing Meat Team, as well as supporting the shipping & logistics requirements of the business.

### **Key functions of the role include:**

- Coordinating all foreign exchange deals, transfers & close outs
- Allocation of productions & associated data entry using internal software
- Weekly stock & sales order reconciliation
- End of month reporting
- Maintenance & review of appropriate insurances
- Invoicing, debtor management & financial reconciliations
- Non-conformance management
- Supporting the shipping, documentation & logistics roles
- Working closely with the Finance & Accounting teams
- General administration, filing & archiving

### **The successful applicant will have:**

- A passion for the beef industry
- Previous administration & finance experience
- Excellent attention to detail
- High level of written & interpersonal communication skills
- The ability to work autonomously as well as in a team
- The ability to manage multiple projects simultaneously in a fast-paced environment

This is an exciting opportunity to join a well-recognised company that values integrity, systems and excellence.

To apply send a cover letter and resume to:

Mort & Co  
PO Box 758 Toowoomba QLD 4350  
Email: [recruitment@mortco.com.au](mailto:recruitment@mortco.com.au)  
Applications close: 6<sup>th</sup> December 2019