

WEIGHBRIDGE & ADMINISTRATION OFFICER - GRASSDALE FEEDLOT

Mort & Co is a leading beef feedlot specialist in Australia. Our Grassdale Feedlot has recently undergone a major expansion, making it the largest in the country.

We currently have an exciting opportunity available for a Weighbridge & Administration Officer to join our Grassdale team!

This role requires an enthusiastic person to assist our dedicated Administration Department and help service the weighbridge requirements of our state-of-the-art beef cattle facility. Working directly with the Administration Supervisor & Leading Hand, this position requires someone who enjoys being part of a dynamic team.

The successful applicant will possess:

- Excellent interpersonal and communication skills
- Accurate record keeping skills and attention to detail
- High level computer and numerical literacy skills
- A strong work ethic and confidentiality
- The ability to work autonomously and a high degree of self-motivation
- Experience working and thriving in a fast-paced environment

Key functions of this role include:

- Weighbridge operation; Quality Assurance of commodities; sampling and testing of commodities
- Livestock documentation and food safety procedures
- Data entry/processing using specialist feedlot systems
- Visitor/service provider compliance utilising an online management system
- Administration and reception duties
- Accounts receivable/payable
- A strong focus on workplace health and safety

This is an exciting opportunity to join a well-recognised company that values integrity, systems and innovation. Training, development and the potential for career growth are a feature of this position.

Please note weekend work is applicable, and this position will involve working a 10 on/4 off roster.

To apply, please send a cover letter and resume (inclusive of references) to:

Mort & Co, Recruitment

Email: recruitment@mortco.com.au

Applications close: 15th March 2020

Mort & Co employs

**150+
TEAM
MEMBERS**

2

world class feedlots in Queensland

Turnover of

200K

head of cattle each year

**800
TONNES**

of freshly milled ration fed to cattle daily

Cattle are fed for markets ranging between

**60
TO 400+
DAYS**

3

beef brands in the Phoenix Range, exclusive to Mort & Co

