

Shipping and Documentation Officer - Beef

OUR VALUES

• integrity

• innovation

• enjoyment

• excellence

• systems

A proudly Queensland brand, Mort & Co was first established in 1843. Today the Mort & Co team has grown to become one of the largest managers of feedlot cattle within Australia.

We are looking for a Shipping and Documentation Officer to join the Beef team. This position will be based in the Toowoomba and will report to the General Manager of Meat Sales and Operations. You will be responsible for the administration management of all export and domestic logistics and have a good understanding of the meat industry.

YOU WILL BE

- Working with the Meat Sales and Operations Team on all end-to-end customer orders and logistics.
- Liaising with government bodies, agents, shipping lines, freight forwarders.
- Executing product exports by both air and sea freight and generating necessary documentation required.
- Coordinating all foreign exchange deals, transfers and close outs.
- Controlling all levels of administration regarding shipping & logistics.

WE REQUIRE YOU TO HAVE

- Ideally two or more years experience in a similar role
- Ideally two or more years experience in the meat industry
- Excellent communication skills (written and interpersonal)
- Excellent attention to detail
- Ability to work independently in a fast paced work environment
- Ability to manage multiple priorities simultaneously, work under pressure and meet deadlines

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

To apply send a cover letter and resume to:

Mort & Co
PO Box 758 Toowoomba QLD 4350

Email: recruitment@mortco.com.au

Applications close: 01 April 2019