



The Midfield Group currently has a position available within the livestock administration team.

The successful applicant needs to be highly motivated, well organized with the ability to work both autonomously and with our present livestock team. Background in livestock would be of an advantage but not essential as training in all aspects of the position will be made available.

Good computer skills are essential with general administration knowledge together with excellent communication skills. The need to assist suppliers with account and general queries being a daily task requires impeccable manners.

The successful applicant would be responsible for meeting all aspects of the required daily stock processing feedback in a timely manner. This process requires the ability to work under pressure in a team environment.

Tasks include but not limited to;

- Booking stock on computer for processing
- Processing kill data into computer
- Finalizing each day's processing in readiness for finance reports
- Stock identification using NLIS data base
- Stock receivals
- Assisting livestock team
- Assisting finance team with invoicing when required

If you believe you are suitable for this role, submit a current resume or directly contact us via email recruitment@midfield.com.au. Please note only shortlisted candidates will be contacted.

The Midfield Group is an equal opportunity employer.