



## Administration Officer

At The Midfield Group we are committed to the growth and sustainability of our suppliers, our company, customers, and the communities in which we operate as to supply quality Australian products throughout the world.

The Midfield Group is privately owned and operates a true 'Paddock to Plate' experience as we own farms, factories, and distribution as to ensure we retain control of the key elements of the process of getting livestock from paddock to plate.

An opportunity exists for a reliable and experienced Administration Officer to join our Livestock Department.

### About the job:

- Performing administrative tasks including accounts payable, debtors, expenses, stock control, ordering, receipting
- Managing vendor and purchaser accounts including reconciliation
- Managing customer accounts
- End to end livestock sales processing
- Deal with customer account enquiries
- Receiving livestock
- Support the Livestock Manager with processing and administration
- Key contact for livestock account matters
- Adhering to safety
- Daily reporting
- Data Entry
- A passion for helping others and driving results
- Current Drivers Licence

### About you:

- Sound previous experience in a livestock administrative role in a busy environment and have an understanding of farming and agriculture
- Experience with the NLIS software, highly regarded
- Ability to prioritise in a busy environment and practical organisation skills
- Excellent computer skills including Microsoft Excel, Word and Outlook & the ability to learn new systems quickly
- Excellent communication
- Keen eye for detail
- Intermediate to advanced computer skills and Microsoft office skills
- Fast and accurate data entry skills
- Ability to work independently and as part of a team
- Effective verbal communications skills and strong customer service skills
- Problem solving skills and ability to resolve any customer issues efficiently and effectively

If you, believe you have the skills required for this role please submit a current resume or directly contact us via email [recruitment@midfield.com.au](mailto:recruitment@midfield.com.au). Please note only shortlisted candidates will be contacted.

**We are proud to be an Equal Opportunity Employer.**