



POSITION DESCRIPTION

Position Title	Administration Officer
Position Location	Teys Australia, Charlton Feedlot
Department	Office
Employment Type	Full Time

BACKGROUND

“FEEDING PEOPLE, ENRICHING LIVES”

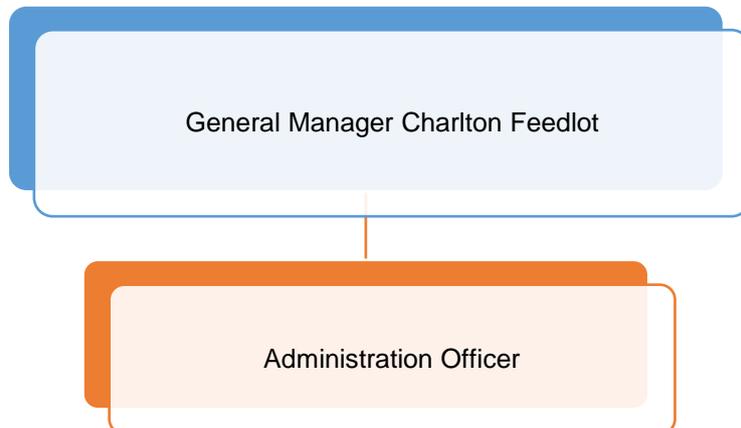
Teys Australia is an innovative Australian food business with home grown pride and global reach. We enrich lives every day and together thrive on a spirit of opportunity.

Over 4,700 people work across the eastern seaboard of Australia at 11 locations where we focus our energy and expertise on optimising the journey from paddock to plate to deliver value to our communities, customers and consumers.

We are the second largest beef processor and exporter in Australia, and proud partners to over 7,000 Aussie beef producers and some of the largest names in fresh food retailing in the country.

In a joint venture with Cargill, Teys Australia has retained its strong founding family connections and it is this rich heritage that drives our future.

REPORTING LINES



POSITION OBJECTIVES:

Provide all daily administrative office functions at Charlton Feedlot

KEY ACCOUNTABILITIES

- Perform accounts payable function for livestock if and when required
- Provide backup for the areas of livestock accounts payable, reception, payroll, transportation as and when necessary
- Organize and allocate office furniture, equipment and stationary
- Act as contact point for producer inquiries, contractors and visitors
- Ensure office security and confidentiality of data and records
- Provide regular and ad-hoc reports as requested by management
- Ensure any office policies and procedures are being adhered to
- Liaising with internal and external customers – telephone & visitors
- Month End Procedures – Stocktake consumables, animal health, commodity, utilities.
- General Ledger - Accounts receivable / payable, foreign currency payments as required, data entry, enquiry, reconciliation and reporting of information
- Supplies ordering and receipt
- Contract Administration - Update contracts on the Feedlot Financial system as directed
- Maintenance of contact and address book information in feedlot and financial systems
- Site Systems Administration - Act as an on-site I/T contact point.
- Operate within the scope of Tey's EHS and Jindalee's EMS.
- Streamline tasks to improve efficiency
- All other office duties as required
- Perform other duties based on your skills and experience or as directed by the General Manager Charlton Feedlot

SELECTION CRITERIA

Essential:

- Diploma in Business/Office Administration or related qualification
- A rural background and knowledge of the cattle industry
- Experience in payroll administration
- Minimum of 5 years experience in an office environment
- Computer literacy – Excel, Word, Access & JD Edwards & Other Software Packages
- Senior First Aid

Desirable:

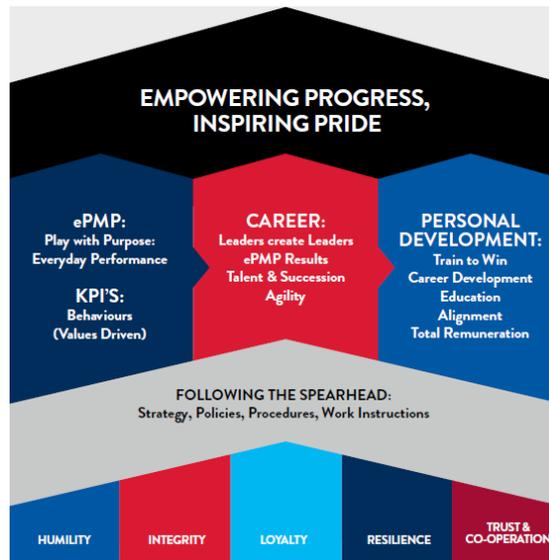
- Current drivers licence
- Rehabilitation qualifications

BENEFITS AND CONDITIONS

The below outlines the range benefits and conditions enjoyed by Teys Australia salaried staff and some key conditions.

BENEFITS	CONDITIONS
Annual Meat Allowance	National Employment Standards
Short Term Incentive (if applicable)	Fair Work Information Statement
Salary Sacrifice Options	Common Law Salary Staff Contract
Injury/Illness Salary Continuance Scheme	Business Conduct Principles

LEADERSHIP MODEL AND BEHAVIOURS



HAYGROUP JOB BANDING AND EVALUATION

Know How	
Problem Solving	
Accountability	
Profile	
Hay Group Points	
Hay Group Level	
Job Banding	
Rated By	
Checked By	