

Monday 27th July 2020



Butt Livestock & Property is a family owned and operated Livestock & Real Estate business based in Yass NSW. We pride ourselves on providing a high level of service to our clientele, are passionate about agriculture and actively support the local community.

We are currently seeking an Office Administrator for a permanent part-time position.

Description

The position involves providing a high level of administration support as well as reporting to the Office Manager and Company Director. It will be permanent part-time, 3 days per week. Applicants must be honest, reliable and flexible, and possess a good sense of humour.

Roles and Responsibilities include:

- All administration – data entry, document preparation, filing, record keeping, telephone enquiries, responding to emails and general daily office duties
- Accurate livestock data entry and processing of sales and purchases
- Completion of weekly SELX Sheep and Cattle sales
- Provide support on SELX sale days for both livestock handling and record keeping
- Administration and management of the secondary office located at SELX
- Work remotely for Stud stock sales and Clearing Sales
- Provide office support to Livestock agents and when required at times, support in the field
- Daily banking and reconciliation
- Processing accounts receivable and payable
- Payroll & superannuation compliance
- Support current fiscal systems to ensure clients are paid on time and debtors are managed
- Manage accurate financial data records for weekly and monthly reporting
- Advertise livestock for sale with various software and social media platforms
- Maintain the business website

Qualifications, Skills and experience required:

- Previous administration experience essential
- Previous experience in accounts and payroll highly desirable
- Previous experience with weekly and monthly financial accounting and reporting highly desirable
- Previous experience but not essential use of agency software Outcross
- Excellent verbal & written communication skills
- An ability to work unsupervised and as part of a team and show initiative to tasks
- Conduct work with a high degree of accuracy and attention to detail
- Can adapt quickly to interruptions, changes in tasks and work under pressure
- Will maintain the highest level of confidentiality within the business
- A background in agriculture preferred but not essential

This is a new position and an exciting opportunity to have a flexible and rewarding role within a family owned and operated business. There will be times throughout the year when the successful applicant will be required to work more hours, this will be acknowledged and form part of the salary package offered to the successful applicant.

Remuneration will be based upon the level of experience and skill level of the successful applicant.

How to apply: Please email your current resume, cover letter and at least 2 business references and 1 personal reference to sally@buttlp.com.au or phone Sally Butt on 0400 817 794 for more information.

Applications close Monday August the 10th 2020 at 5.00pm

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