



ACCOUNTS CLERK/RECEPTIONIST **STATISTICS CLERK**

Rangers Valley operates a modern feedlot and 12,000 acre farming property in the Northern Tablelands area of New South Wales.

The Company has a full-time position for an accounts clerk/receptionist/statistics clerk to assist with various accounting duties, weighbridge and cattle system data entry including stock control, accounts receivable, accounts payable, receptionist duties, cattle NLIS transfers and grain testing.

The successful applicant should have an interest in the rural industry, and have a high standard of record keeping, reporting and communication skills. Strong computer skills in MS Word, MS Excel and MS Access will be essential for this position.

Applications should be addressed to:

Financial Controller
Rangers Valley Cattle Station Pty. Ltd.
PO Box 63
GLEN INNES NSW 2370
tudora@rangersvalley.com.au
Ph. 0267344000
0417466561

To be received no later than 8th December 2017.