



Admin/Data Officer

Rangers Valley is one of the world's most respected beef producers supplying both Wagyu and Angus brands to discerning customers all over the world. Due to business growth, Rangers Valley has a full time position available for a Admin/Data Officer.

This is a unique opportunity to be part of a premium beef business with a strong continuing growth strategy.

Based in either our Warwick or Brisbane office and reporting to the Manager – Meat Division, this position will be an integral part within the Rangers Valley team and will have key responsibilities that include but not limited to;

- General Administrative duties
- Data entry and analysis
- Update and maintain existing data bases including reporting

To be successful in this role you will ideally;

- Have previous administration experience
- Experience in completing data entry and reporting
- Customer service experience
- Self motivation and a willingness to contribute to the team
- High attention to detail and analytical skills
- Advanced Word, Excel and Outlook (Power BI experience will be highly regarded).
- Demonstrated ability to work independently as well as part of a team.
- Ability to be self-motivated with good time management skills.
- Demonstrated flexibility with work duties

This is an exciting opportunity for the right candidate to grow within this role and help make the delivery of long-term sustainable change and improvement across the business.

You will also bring a good attitude and willingness to learn that gives you the ability to work as part of a team as well as autonomously when needed. Also required are excellent organisational and communication skills, coupled with a willingness to integrate with, and add to, the current Rangers Valley business and culture.

An attractive remuneration package based on skills and qualifications is available to the successful applicant.

For further confidential enquiries regarding the position responsibilities or skills required please contact Aaron Childs on 02 6734 4000 or email childsa@rangersvalley.com.au.

To apply please forward applications including cover letter highlighting your experience in line with the required skills as well as your resume to childsa@rangersvalley.com.au or phone 02 6734 4000 for any other enquiries.

Applications close 28th August 2021