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**Admin/Order Fulfilment**

Rangers Valley is one of the world’s most respected beef producers suppling 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 an Admin/Order Fulfilment Officer

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

Based in our Brisbane office and reporting to the Meat Group Services Manager, 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 databases including reporting.
* Work in conjunction with BDMs to complete shipments for customers.

To be successful in this role you will ideally.

* Have previous administration experience.
* Experience in completing data entry and reporting.
* Advanced skill in Word, Excel and Outlook (Oracle and/or Power BI experience will be highly regarded).
* Customer service experience
* Self-motivation and a willingness to contribute to the team.
* High attention to detail and analytical skills.
* 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 careers@rangersvalley.com.au.

Applications close 27th May 2024