



MANILDRA GROUP

POSITION VACANT – GRAIN ADMINISTRATION - GUNNEDAH

Work with major regional employer Manildra Group – a 100% Australian family-owned group of companies, uniquely integrated as a diverse international agribusiness.

Since 1952, Manildra has built a highly skilled workforce across world-class facilities, dedicated to adding value to Australian agricultural industries and communities by innovating unrivalled products for a global market.

Manildra is committed to the social and economic sustainability of rural and regional Australia – where our facilities employ hundreds of staff spanning generations of families – because together, we grow.

A vacancy exists within our Grain Procurement team at Gunnedah for a full-time Grain Administration Clerk.

THE JOB:

As Grain Administration Clerk you will be required to perform the following duties.

- Contract administrations
 - Entering & sending out all grower contracts
 - Entering trade contracts
 - Entering weekly receivals against contracts
 - Checking & completing delivered GrainCorp site contracts
- Grower Payments
 - Learning the grower payment process & functions
 - Uploading the daily acquisition files
- Updating daily purchases
 - Each morning downloading the previous day's trades & cash purchases & entering them into the position spreadsheets
 - Updating the contract position spreadsheet & checking the transfers
- Logistics orders
 - Placing orders in the Graincorp & AWB systems to ensure weekly supplies are maintained to the mill.
 - Office admin – answering phones & returning calls.

THE PERSON:

The successful applicant must demonstrate the following.

Essential:

- Good communication skills with the ability to communicate at all levels
- Well organized
- Ability to meet deadlines

Desirable:

- Previous experience in the grain industry would be advantageous

APPLY:

- Applications can be emailed to the Human Resources Coordinator at donna.strahan@manildra.com.au
- Applications should include your curriculum vitae and / or a cover letter outlining your suitability for the role.
- Applications close at 4pm on Tuesday 30 April 2019