

Position Description

Position Title: Site Administration Assistant (Casual)	Date: February 2018
Reports to: Assistant Manager	Location: Camperdown

Position Purpose

AAM Investment Group is an Australian owned and operated provider of investment, asset management and consultancy services. We structure, operate and manage investments across agriculture, rural and commercial property and regionally based infrastructure, drawing on the team’s knowledge and experience in these sectors to improve investment performance through operational and technological efficiencies and improved management.

The Site Administration Assistant undertakes various administrative tasks in the support of livestock sale day activities and provides support and assistance to the Assistant Manager in the day to day operations of a Livestock Exchange or sale yard facilities.

AAMIG is committed to providing a safe and healthy workplace for all staff, clients, and visitors to our facilities. All staff are required to contribute to and promote a continuous workplace health and safety culture.

Key Responsibilities

- Undertake the general administrative functions of the site, including sale day administration support;
- Provide quality customer service in relation to enquiries and requests from agents and livestock vendors and purchasers;
- Complete monthly inventories for site supplies;
- Process sale data and provide relevant reports to agents, vendors and buyers, operating as the go to person in the administration office;
- Provide other office and administrative support to the Assistant Manager and site staff as required;
- All staff are expected to represent the company in a professional manner and maintain a neat and tidy appearance whilst working on site.

Experience, Competencies and Skills

- Previous experience in an administration role
- Demonstrated understanding of sale yard operations/processes;
- Ability to take direction, follow policies and procedures and work well in a team as well as unsupervised;
- Ability to communicate effectively with a range of stakeholders including staff, customers, agents and contractors;
- Ability to co-ordinate multiple tasks simultaneously;
- Strong computer skills and proficient in the use of Microsoft suite

Key Relationships

Internal: <ul style="list-style-type: none"> • Regional Manager • Assistant Manager • Site Staff • Head Office Staff 	External: <ul style="list-style-type: none"> • Clients • Vendors • Suppliers • Contractors
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