

Position Description	
Position Title: Livestock Coordinator	Date: January 2019
Reports to: Operations Manager	Location: Various
Department: Operations	Direct Reports: N/A

Position Purpose
<p>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.</p> <p>The Livestock Coordinator undertakes various tasks in the support of livestock sale day activities and provides support and assistance to the Operations Manager and Assistant Manager in the day to day operations of Regional Livestock Exchange or sale yard facilities.</p>

Key Responsibilities
<p>Under the direction of the Operations Manager and/or Assistant Manager, the Livestock Coordinator is required to undertake the following duties in accordance with Company policies and procedures:</p> <ul style="list-style-type: none"> • Coordinate the movement of livestock throughout the facility: <ul style="list-style-type: none"> ○ Sheep Feeding and agistment; ○ Cattle delivery both Prime and Store; ○ Undertake feeding of livestock; ○ Management of horse requirements and movements. • Coordinate the sheep EID processing; • Coordinate and assist in sale day activities including: <ul style="list-style-type: none"> ○ Pre-sale scanning of livestock; ○ Post-sale weighing and delivery for cattle sales; ○ Reconcile animals sold and delivered; ○ General livestock handling. • Assist with the accounting and administration of sale day activity as required; • Coordinate and organise the general cleaning and maintenance of the site particularly the weekly cleaning of the sheep and cattle 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; • Other duties as directed by the Operations Manager or Site Supervisor.

Experience, Competencies and Skills

- Demonstrated experience in livestock handling and sale yard processes;
- Demonstrated commitment to and understanding of animal welfare and safe work practices in a sale yard environment;
- Own (or be willing to purchase) working dogs for use in sheep movements around the facility;
- Ability to undertake manual activities and meet the physical demands of a sale yard working environment;
- 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; and
- Effective communication skills.

Key Relationships

Internal: <ul style="list-style-type: none"> • Senior Management <ul style="list-style-type: none"> ○ Operations Manager ○ Assistant Manager ○ General Manager Operations; and ○ Regional Manager. • Head Office <ul style="list-style-type: none"> ○ Operations Coordinator • All Site Staff 	External: <ul style="list-style-type: none"> • Agents • Livestock Buyers • Suppliers • Vendors • Transporters
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Position Description Approved by:

Position Title	Name	Signature	Date approved
Operations Manager			

Position Description Accepted by:

Position Title	Incumbent Name	Signature	Date accepted
Livestock Coordinator			