

Position Description

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| Position Title: Operations Coordinator | Date: January 2020 |
| Reports to: National Livestock Investment Manager | Location: Forbes, NSW |
| Department: Portfolio Operations | Direct Reports: One |

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.

Reporting to the National Livestock Investment Manager, the Operations Coordinator contributes to the achievement of operational outcomes across a portfolio of assets, through planning, organising, directing and evaluating operational goals and objectives. The Operations Coordinator contributes to new business proposals providing financial modelling, trends and operational advice.

Key Responsibilities

- Support the National Livestock Investment Manager to ensure that the operational plans, strategies, programs, projects, events, and objectives are planned, organised and aligned with each other, and are carried out effectively.
- Work closely with the Operations / Business Managers to monitor, measure and report on the achievement of operational objectives.
- Provide advice on progress and performance achievements to enable decisions on efficient use of workforce and resources.
- Coordinate the development of business plans, operational and capital budgets.
- Track and monitor budgets, undertaking detailed financial analysis and reporting.
- Undertake financial modelling and develop business cases to contribute to the development of new business.
- Collaborate with various internal stakeholders to coordinate and manage project tasks to ensure project delivery within allotted budget and timelines.
- Evaluate operational performance and provide strategic advice for improvements.
- Identify problems in operations process and assist to resolve them quickly and in a timely manner.
- Coordinate the development of quarterly and monthly board & investment reports.
- Develop and maintain effective relationships, networks and partnerships with customers, staff, stakeholders, and industry representatives to facilitate effective service outcomes.
- Ensure compliance with Company Policies and Procedures within the scope of the position
- 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.

Experience/Qualifications:

- Minimum 3 years' experience in a similar position within the agriculture industry
- Demonstrated experience in financial analysis and modelling
- Current Driver's License
- Qualifications in Business/Commerce/Economics or equivalent experience desirable

Competencies and Skills

- High level document, report writing and business case development.
- Demonstrated ability to contribute to commercial outcomes.
- Strong communication skills and the ability to develop and maintain productive and cohesive relationships with internal and external stakeholders.
- Excellent time management skills with the ability to prioritise work and manage multiple projects simultaneously.
- Demonstrated problem solving skills and ability to exercise sound judgement and decision making.
- Proven ability to work independently and as part of a team.
- High level of computer literacy and use of Microsoft Office suite including Word, Excel, PowerPoint and Project.

Key Relationships

Internal:

- Head Office Staff
 - Senior Management
 - Finance Team
 - Media & Promotions Coordinator
 - Business Development Team
 - Manager People and Capability
- Operations Managers
- Site Staff

External:

- Clients
- Agents
- Industry Representatives
- Contractors
- Consultants