

Position Description	
Position Title: Operations Assistant	Effective Date: November 2017
Reports to: Operations Manager	Location: Central Tablelands Livestock Exchange
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 Operations Assistant undertakes various tasks in the support of livestock sale day activities and provides support and assistance to the Operations Manager general operations of a Regional Livestock Exchange.</p>	

Key Responsibilities
<p>Under the direction of the Operations Manager and Assistant Manager, the Operations Assistant is required to undertake the following duties in accordance with Company policies and procedures;</p> <ul style="list-style-type: none"> • Assist in sale day activities including: <ul style="list-style-type: none"> ○ Pre-sale scanning of livestock; ○ Post sale weighing and delivery; ○ Reconcile animals sold and delivered; ○ General livestock handling ○ Use of onsite software systems and applications • Assist with the accounting and administration of sale day activity as required; • Undertake feeding of livestock; • Assist with the general cleaning and maintenance of the site including cleaning and maintenance of water troughs, truck wash and sediment trap and fence maintenance; • Other duties as directed by the Operations Manager or Site Supervisor; • 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, Competencies and Skills
<ul style="list-style-type: none"> • 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; • 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; • Sound computer skills and the ability to use current software systems • Ability to co-ordinate multiple tasks simultaneously; • Effective communication skills;