

POSITION DESCRIPTION

Position:	Livestock Agent / Auctioneer
Company:	Paull & Scollard Pty Ltd
Position Objective:	To build and manage a client base through high levels of personalised service and to support saleyard activities.
Location:	Office based in Albury with saleyard work at Barnawatha and Corowa as well as travel to client facilities.
Reports to:	Company Directors
Directly Supervises:	Junior staff as required.
Approved by:	Company Director
Date Approved:	12 December 2017

KEY DUTIES AND RESPONSIBILITIES

Sales

1. Maintain and expand existing client base.
2. Liaise with potential clients as required.
3. Attend farm clearing sales as required.
4. Set realistic sales target and operate to ensure targets are met.
5. Refer potential clients across the group.

Attend weekly sales for livestock being sheep and cattle

1. Draft and sort stock to prepare for sale.
2. Involvement in cattle sale including Auctioneering.
3. Liaise with Booking Clerk at saleyards.
4. Liaise with clients on sale day.
5. Completion of sale books as required.

Pre-Sale Day Activities

1. Consult with client re optimal sale strategy across relevant avenues.
2. Assess and value the stock on farm.
3. Provide advice to client on all aspects of stock including nutrition, animal husbandry etc.
4. Facilitate paddock-to-paddock, private, abattoir, AuctionsPlus, and, over-the-hook sales.
5. Arrange transport related to locations including saleyards.
6. Consult and negotiate with buyers and processors.
7. Negotiate with relevant parties re forward supply deals.
8. Maintain effective relationship with key stakeholders.
9. Adhere and act in line with expectations at saleyards including OH&S

Administrative

1. Ensure clientele meet legislative requirements by completing National Vendor Declaration (NVD) for all stock movement
2. Ensure prompt transfer of relevant (stock sales) documentation to livestock administration staff on the date of transaction
3. Attend industry conferences as required

Human Resources (including Team Management and Development)

1. Liaise with and work in conjunction with your Manager in relation to human resource management matters / employee matters ensuring application of policies, procedures to minimise any risk and exposure to the business.
2. Ensure maximum efficiency and effectiveness across team activities.
3. Ensure all new employees complete induction in the required timeframe.

General

1. Develop and maintain effective relationships with the management team and employees at all levels across the business.
2. Develop and maintain effective relationships with key external stakeholders at all times.
3. Actively participate in management team meetings and ensure effective communication of key business activities on an ongoing basis;
4. Contribute to the leadership of the business providing assistance in the setting of strategy and formulation of business plans.
5. Ensure conformance to all relevant policies and procedures and relevant Acts and Legislation.
6. Ensure adherence and obligation for a safe workplace in accordance with the Occupational Health and Safety Act (2004).
7. Undertake other duties including project work and corrective action initiatives as required.
8. Adhere with all Director responsibilities including adherence with legislative requirements including OH&S.

SKILLS, ATTRIBUTES, KNOWLEDGE AND EXPERIENCE

1. Sound experience and demonstrated success working in similar role/environment.
2. Proven experience and ability to work in a team.
3. Good standard of computing and personal device skills including email and other business applications.
4. Excellent communication (verbal and written) and interpersonal skills.
5. Excellent organisational skills including the ability to multitask and prioritise.

QUALIFICATIONS

Property, Stock and Business Agent licence (NSW) with authorisation to exercise functions of an auctioneer, or Victorian equivalent advantageous.

AuctionsPlus Accreditation advantageous.

CORE ORGANISATIONAL COMPETENCIES / VALUES / BEHAVIOURS

Teamwork

Appreciates and understands the importance of contributing to the team and appreciates the opinions of others within the team.

Ethical /Transparent/ Honesty

Maintains openness and displays attitudes and beliefs in line with organisational values and acceptable business practice. Admits mistakes or faults. Displays an ethical approach and confronts unethical behaviour in others - does not turn a blind eye. Maintains confidentiality in all matters. Demonstrates ability and competence. Builds relationships that create an environment where others can depend and rely on them. Is sought out for advice and counsel. Others have confidence in them.

Professional & Enterprising

Demonstrate high personal and professional standards. Constantly strives to improve job performance and find better ways to do things.

Determined & Hardworking

Demonstrates a consistent reliable and committed attitude to work. Sees work as stimulating and rewarding. Demonstrates passion and a willingness to go the extra mile. Always strives to do their best. Stays with a position or plan of action until the desired objective is obtained or is no longer reasonably attainable.

Accountable

Understands their role and focuses on delivering measurable and relevant results. Demonstrates a sense of ownership. Takes responsibility for identifying issues and ensuring that sound solutions are found and implemented.

Initiative

Seizes or creates opportunities. Willing to identify and recommend better ways to do things. Encourages initiative within others.

APPROVAL

Employee Name:			
Employee Signature:		Date:	
Manager Name:			
Manager Signature:		Date:	