



JOB ADVERT

Job Title: Agricultural Livestock Controller	Primary location: Central
Reports to: Head of Agricultural	Rate of Pay: Competitive/Dependent on experience

Here at Scotbeef Ltd we produce high-quality innovative primary and value-added red meat products to the UK retail sector, foodservice and export markets.

We are a family-owned business with more than 100 years of experience in supplying high-quality meat products. Our company was founded in 1920 and is now run by the 4th generation of the Galloway family.

We pride ourselves on the strong relationships that we have been developed over decades with our farming partners.

We have a fantastic opportunity for an **Agricultural Livestock Controller** to join our agricultural department. You will work closely with our team on our “Integrated Beef on Dairy Calf Scheme” and our Auditing and Farm Relations programme Beeftrack and Lambtrack.

MAIN RESPONSIBILITIES

As Agricultural Livestock Controller you will primarily provide comprehensive administrative support to the agricultural team, helping with all aspects of administration, co-ordinate the movement of livestock and communicating with internal and external stakeholders. You will also work with industry experts on agricultural projects and help deliver our overall agricultural strategy.

- Adopting a proactive approach in working with the senior agricultural team to co-ordinate the movement of calves.
- Effectively communicating and building effective relationships with our calf scheme partners.
- Responsible for maintaining Calf database, including prompt and efficient input, update and maintenance of data.
- Finance - processing invoices and liaising with accounts department to ensure efficient invoicing and transactions.
- Producing regular performance reports on Scheme, ensuring effective communication across cross functional teams including Finance, Technical and Despatch.
- Developing and maintaining in house agricultural systems including Beeftrack and Lambtrack.
- Liaising with senior agricultural team to progress sustainability and environmental improvements, ensuring all legislative, company and customer requirements are adhered to particularly in respect of animal welfare and handling.
- Other ad hoc administrative activities as required.



TO BE CONSIDERED FOR THIS ROLE YOU SHOULD HAVE:

- An interest in agriculture – particularly knowledge on livestock production would be useful.
- Preferred experience in livestock production.
- Good IT skills – including all Microsoft packages including Excel, SQL database, and bookkeeping.
- Excellent communication, interpersonal, networking and influencing skills.
- Excellent verbal and written communication in English.
- Good numeracy and organisational skills.
- Food Safety level 2
- Attentive to detail and highly accurate.
- Adept at prioritising.
- Some organisational and prioritisation skills.
- Flexibility, adaptability, and keenness to learn and achieve.
- Full driving licence would be an advantage.