

**MOSES & SON**

A.B.N 24 000 899 847
Woolbrokers since 1920
1-3 Ironbark Street Temora
PO Box 85 Temora, NSW 2666
Phone: 02 6977 3100
Fax: 02 6978 0008
E-mail: mmoses@mosesandson.com.au
Website: www.mosesandson.com.au

**POSITION DESCRIPTION**

POSITION TITLE: **Wool Technical Officer/Auctioneer**
DEPARTMENT: Grenfell
ACCOUNTABLE TO: Managing Director
LIAISES WITH: All Staff
REPORTS TO: Managing Director

Objective: Apply your expertise in wool preparation and marketing for the purposes of developing and maintaining strong client relationships. Providing tailored clip preparation and wool marketing advice. Effectively prepare, promote and sell the Moses & Son Catalogue. Coordinate the activities of the Grenfell Store. Actively promote Moses & Son suite of services.

Skills and Competencies: Wool marketing experience (auction, forward, electronic), Auctioneering, sound computer skills, Wool Classers Certificate, NSW Driver's licence, Forklift licence, wool and sheep industry knowledge, an understanding of AWEX ID, wool typing, private buying.

Responsibilities:**WOOL**

- Canvassing new business.
- Pre-shearing clip preparation education and advice.
- Education to growers on the importance of compliance, in particular the National Wool Declaration and bale weights.
- Tailored wool marketing advice and service including auction, electronic offer board, forward marketing and private buying.
- Liaise with the Sale Captain and Administration team to process sales.
- Conversing with clients with their valuations, reserves and sale results.
- Keep abreast of market intelligence, marketing strategies, clip analysis, clip trends, seasonal health issues and relevant merchandise products.
- Clip Analysis preparation and delivery.
- Liaise with Transport Contractors and Warehouse to ensure incoming wools are coordinated in an orderly and timely fashion.
- Education and advice to other staff on wool marketing and clip preparation.
- Private wool purchase.
- On farm wool pickups (where applicable).
- Coordination of wool press hire and delivery (where applicable).
- Loading & unloading wool consignments

WOOL SALES

- Liaise with WTOs and Administration team to process sales.
- Value and Type the Catalogue
- Ensure Sale Catalogue is correct for distribution
- Coordinate clients to attend the sale
- Participate at Wool Sales
- Auctioneer



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- Contact Buyers post sale
- Communicate Sale Catalogue to Administration team

MERCHANDISE

- Actively promote and sell Moses & Son's merchandise range by adhering to the three key principles of our Merchandise division.
- Ensure all merchandise sales are invoiced and the Merchandise procedure is adhered to.
- Keep abreast of animal health issues and remedies.
- Assist with field days.

BLUECHIP LIVESTOCK

- Promote Bluechip Livestock by ensuring clients understand our point of difference. Keep abreast of the current livestock market and Bluechip offerings.
- Seek sales and work with the livestock team to fill client orders.

FLEECE WEIGHING AND EID

- Promote and develop the EID Fleece Weighing Service to clients and potential clients.
- Fleece weighing
- Data analysis and report
- Invoice clients for service

ADDING VALUE TO CLIENTS

- Attend, promote and coordinate client education sessions and field days.
- Represent Moses & Son at industry events.
- Relief support for warehouse and sampling staff.

GENERAL

- Abide by Moses and Son's policies and practices as varied from time to time.
- Participate in Moses and Son's performance appraisal program as required.
- Undertake not to reveal to any person or entity any confidential information.
- Responsible for building and preserving the reputation and high standards of Moses and Son by adhering to the Code of Conduct at all times.
- Contribute to the quality improvement process.

WORKPLACE HEALTH AND SAFETY

Moses and Son endeavours to provide a working environment for its employees that is safe and without risk to health. Employees are required to:

- Take reasonable care for their own safety and that of anyone else who could be affected by their actions;
- Responsible for ensuring the implementation of health and safety policies and procedures; and
- Fully co-operate with Moses and Son in any action it considers necessary to maintain a working environment which is safe and without risk to health