

POSITION DESCRIPTION

Position	Administration Support - Horticulture
Reports To	Business Manager – Northland
Location	370 Wiroa Road, Kerikeri

Purpose

The Administrator will work closely with the Business Manager to ensure Health and Safety, Compliance and administration activities are completed. In addition, they will liaise with the Christchurch based Finance team to implement all Craigmore systems and processes required for the local office support functions.

Key Relationships

Internal	<ul style="list-style-type: none"> General Manager - Horticulture Finance Business Manager – Horticulture Information Systems Manager Assistant Accountants – Horticulture Analyst – Horticulture
External	<ul style="list-style-type: none"> Suppliers Contractors & Contract Managers Advisors & Consultants

Qualifications and Personal Requirements

Qualifications/Experience:

- 2 + years of experience in Administration
- Experience in Horticulture would be an advantage
- Experience in accounting functions including accounts payable processing would be an advantage

Skills:

- The ability to implement established systems and processes and develop new systems and process if required
- Demonstrate great interpersonal skills, ability to build relationships and clear communication
- High-level accuracy and attention to detail, able to organise and prioritise, work independently, and deliver to tight deadlines
- Have strong computer, and administration skills
- Able to identify, suggest and implement process improvements within the Office

Key Responsibilities	Performance Expectations
General Admin Duties	<ul style="list-style-type: none"> Assist with office administrative and accounting functions as requested Co-ordination of the Business Manager calendar Respond to all requests for information in a positive, timely and complete manner Undertake any other task reasonably delegated or assigned from time to time Identify opportunities to improve systems, process, and procedures, discuss with the Business Manager. Escalate any identified issues in a timely manner to the Business Manager to enable their prompt resolution
Health & Safety administration	<ul style="list-style-type: none"> Assist Business Manager implement a non-negotiable safety culture Assist the H&S Advisor and H&S Business Partner to implement H&S initiatives onsite in Northland Ensure all Health & Safety requirements are implemented and maintained including: Health & Safety Online Manual, forms and templates, meeting schedules, Health & Safety Training, induction process, documentation, and checklists Assist Business Manager enforce standards and procedures, complying with legal regulations Ensure the prompt reporting of any accidents or injuries in line with company policy
Compliance administration	<ul style="list-style-type: none"> Assist Business Manager to complete all GAP and compliance paperwork onsite Ensure compliance with all aspects including water rights, labour Records complete e.g. spray diaries and fertiliser records
Operational Reporting	<ul style="list-style-type: none"> Assist Business Manager with monthly operational reports covering what is happening on the orchards
Relationship with Finance team (Christchurch)	<ul style="list-style-type: none"> Liaise with Christchurch based Finance team to ensure utilisation of appropriate Finance systems Goods, inventory, and assets are received, stored, and accounted for. Any changes recorded and notified Assist with implementation of any changes to system, process, and procedures Keep the Finance Business Manager updated and informed on the Horticulture Teams operational and financial focus – maintain a no surprises policy Share ideas and resources with other team members and Christchurch Office wherever appropriate, working collaboratively together to meet deadlines Consistently running the relevant processes to the required standards
Operate within Company Principles and Policies	<ul style="list-style-type: none"> Understand and actively support the Craigmore values and exhibit behaviours that are consistent with them Craigmore's Sustainability Principles must be considered as of any planning process and actions measured against these The Company policies must be understood and adhered to

Continuous Improvement Identification and Implementation	<ul style="list-style-type: none"> ▪ Adopt and maintain a mindset of continual improvement, continually reflecting on whether policies and processes can be improved to improve the performance/results of the function ▪ Share ideas and resources with other team members wherever appropriate, working collaboratively together to meet deadlines
Contribute to a safe work environment	<ul style="list-style-type: none"> ▪ Take reasonable care for your own health and safety and ensure that what you do or do not do, does not adversely affect the health and safety of other people ▪ Ensure the prompt reporting of any accidents or injuries in accordance with the process outlined in the Company's health and safety system ▪ Report any potential risks, incidents and near misses to enable the prompt investigation and appropriate control of any risks of harm ▪ Comply, so far as you are reasonably able, with any reasonable instruction given to you in order that Craigmore can comply with the Health and Safety at Work Act 2015 and regulations

ACKNOWLEDGMENT OF PERSON SPECIFICATIONS AND POSITION REQUIREMENTS

Employee Name _____

Signature _____

Date _____