



OFFICE MANAGER POSITION DESCRIPTION

PURPOSE

The position of Office Manager provides administrative support to the Directors and Plant Manager of Norwest Seed Processing Limited (“NWS Processing”). The Office Manager is tasked with ensuring the smooth running of the office, including ensuring all seed movement activities are recorded on a daily basis and maintaining a positive and friendly company image by acting as the first line of contact for visitors, customers and employees.

REPORTING

The Office Manager will report to the Directors and will have key working relationship with the Plant Manager and other employees.

BUSINESS VALUES

NWS Processing is a fully integrated, independent, progressive family seed company that works with partners to supply value added seed products and seed multiplication opportunities for customers locally and to all parts of the world.

We pride ourselves on delivering a quality service and quality product.

KEY RELATIONSHIPS

INTERNAL:	EXTERNAL:
Directors Plant Manager Norwest Seed Processing team	AsureQuality NZ Seed Lab MPI Customers Suppliers Trucking Companies

KEY RESPONSIBILITIES

ADMINISTRATION TASKS

Complete all general administration tasks as required to ensure the office runs smoothly and efficiently

TARGET OUTCOMES

- Welcome all visitors
- Receive and distribute mail
- Answer telephone and take/pass on messages
- Maintain records and ensure all documents are filed daily and can be easily retrieved when required
- Take minutes for monthly staff meeting and forward minutes to Directors
- Manage the office email and maintain an efficient email filing system
- Maintain a tidy office and supply cupboards, organise refreshments for meetings as required
- Order/collect any other supplies as required

JOB MANAGEMENT – SEED PROCESSING

To implement and manage Seed Processing administration, assist with seed sampling and testing as required.

TARGET OUTCOMES

- All seed inwards and outwards book work is up to date and accurate at all times
- Complete accurate stock takes on daily basis
- Maintain clear communication with Farmers and Companies in relation to the progress of their seed processing, by;
 - Liaising with Farmers inward for field declarations, certification and communicate where seed is at in system
 - Liaising with Companies and familiarize what their requirements are for cleaning, required testing and for invoicing purposes
- Complete seed sampling as required
- Assist with moisture testing of seed
- Operate Virtual Lab
- Maintain MPI accreditation in conjunction with Plant Manager and AsureQuality
- Attend annual New Zealand Seed Processors Inc meeting with Plant Manager
- Monthly reporting to Directors completed on time

ACCOUNTS PAYABLE / RECEIVABLE

Ensure financial obligations for NWS Processing are met and all financial transactions are completed on time and accurately

TARGET OUTCOMES

- Process accounts receivable invoices accurately and within appropriate timeframes
- Ensure all accounts payable invoices are approved by the 20th of each month
- Process approved accounts payable invoices accurately and within appropriate timeframes
- Oversee and ensure payment of all AP accounts in a timely manner
- Process staff expense claims and ensure these are appropriately authorised
- Maintain accurate records
- Reconcile accounts payable and receivable monthly
- Resolve account queries
- Code transactions appropriately
- Perform GST returns on a two-monthly basis
- Perform month end processes to update general ledger and prepare balance sheet reconciliations for Financial Controller
- Complete annual statistics and surveys for Statistics NZ
- Complete monthly bank reconciliations accurately and within appropriate time frames

IRD

Prepare GST and PAYE returns and reconciliations for sign off by Directors

TARGET OUTCOMES

- PAYE, GST, Provisional Tax etc. returns and reconciliations are prepared on time and accurately
- Liaise with Directors to ensure all company IRD obligations are met on time and accurately

HEALTH AND SAFETY

Capture and maintain all H&S related records, comply with all health and safety requirements as outlined in the Health and Safety Manual

TARGET OUTCOMES

- Demonstrate good Health and Safety behaviour at all times
- All accident and near miss accident reports are completed and provided in a timely manner
- All new hazards are identified and notified to the Directors as soon as possible. If possible, isolate new hazards until the Directors can evaluate the hazard and take action
- Company Health and Safety administration is up to date and accurate and Health and Safety is actively managed
- Take meeting minutes, circulate within 24 hours of the meeting and file accordingly
- H&S records should be up to date, accurate and filed appropriately. Records should include a list of employees who are trained first aiders and when they are due for their refresher

HR ADMINISTRATION

To ensure all HR related administration happens in a timely manner and all HR information is accurate, up to date and stored legally

TARGET OUTCOMES

- Employee records are accurate and up to date and access is limited to the relevant personnel
- Ensure all new employees have completed a comprehensive induction, ensuring induction checklists are signed by managers and filed on employees' file
- New employees are tracked to ensure they have completed all induction requirements
- Follow up to ensure all employees' training registers are up to date and managers are aware of gaps

ASSETS

Maintain asset registers and keep track of routine maintenance and administration requirements

TARGET OUTCOMES

- All repairs and maintenance happens in a timely manner
- Asset register is accurate and up to date
- All RUC, registrations and warrants are up to date and all routine service milestones are up to date

RELATIONSHIPS

TARGET OUTCOMES

- Effective communications are developed with the Directors, Plant Manager and NWS Processing team, customers and suppliers
- Use appropriate interpersonal styles to support the team towards goal achievement, modifying behaviour to accommodate tasks, situations and individuals involved
- Relationships are maintained, and any disputes are responded to quickly
- Support community involvement, demonstrating the Norwest Seed values
- Continuing to build a positive image of the business in the local community
- Support team to ensure reporting (internal and external) is accurate and time deadlines are strictly adhered to

PERSON SPECIFICATION – OFFICE ADMINISTRATOR

CORE COMPETENCIES

Competency	Definition
Computer Literacy	Knowledge and experience in using contemporary software packages with the ability to learn new software packages quickly and autonomously.
Planning and Organising / Work Management	Establishing a course of action for self and/or others to accomplish a specific goal, planning proper assignments or personnel and appropriate allocation of resources. Ability to organise under time constraints and pressure
Quality Orientation/ Attention to Detail	Achieving target outcomes with a focus on ensuring all steps in the process are completed to a high level of quality and attention to detail. Outcomes are achieved on time and on spec.
Team work/ Collaboration	Working effectively with team/ work group or those outside formal line of authority (e.g. peers, managers) to accomplish organizational goals, taking actions that respect the needs and contributions of others, contributing to and accepting the consensus, subordinating own objectives to the objectives of the organization or team.
Work Standards	Setting high goals or standards of performance for self, subordinates, others and the organization, being dissatisfied with average performance, self-imposing standards of excellence rather than having standards imposed by others.
Customer service orientation	Mindful of customer relationships by making efforts to listen to and understand customers (both internal and external). Giving high priority to customer satisfaction
Communication	Expressing ideas effectively in individual and group situations (including non-verbal communication). Adjusting language or terminology to the characteristics and needs of the audience. Expressing ideas clearly in documents that have organisation, structure, grammar, language and terminology adjusted to the characteristics and needs of the audience.

KNOWLEDGE, SKILLS & EXPERIENCE

- Proven ability to use initiative and common sense
- Sound working knowledge of office management responsibilities including but not limited to;
 - Accounts payable and receivable
 - Payroll
 - H&S and HR Admin
 - Clear understanding of logistics
- Great communication skills
- A 'can do', attitude with a proactive approach

- Enthusiastic and adaptable with the ability to 'help out' if required
- Ability to stay cool, maintain stable performance and think clearly under pressure

This job description is designed to give an indication of the type of work and performance expected of the jobholder. It does not provide an exhaustive list of duties or performance standards and the jobholder agrees to undertake any other tasks that are consistent with the position and with the provision of quality service to the business.