



Job Description

Position title:	Office Administrator
Reports to:	Office Manager [NOTE: A collaborative relationship with the HR Advisor is essential to ensure effective seasonal recruitment and other people-related aspects]
Direct reports:	N/A
Liaise with: Internally Externally	• Site management and DMS Executive team • HR, Payroll, H&S and Office administration teams • Packhouse staff • Orchard managers and staff • Finance team • All visitors to the site • Applicants/candidates for seasonal and permanent roles • Orchard owners • Zespri, AsureQuality, BRC Auditors • Contractors

Main Purpose

- To assist and provide support to the Office Manager for site office administration functions, including reception, ordering stock, organising functions/events, accurate and timely time and attendance and payroll, helping to resolve all queries, etc.
- To assist and provide support to the HR Advisor to ensure seasonal recruitment supports operational needs.
- Support other site staff administration needs as required.

Please note that due to the nature of the industry, there may be a need for additional duties to ensure consistency with workflow throughout the year.



Principal Tasks

Function Description		Office Administrator	
Key Result Areas	Actions	Targets and measures [Future goals/objectives and measures]	KPIs [Type of measure or performance e.g. Net profit, Cost per tray, \$ per ha, reject rates]
Site Office/Reception	- Assist the Office Manager with the smooth running of reception duties including answering calls, welcoming visitors and helping with any queries or directing them to appropriate person - Ensure reception area is kept clean and tidy and is welcoming to visitors	- All visitors are signed in - All incoming calls / emails are answered in a professional and timely manner – referred to appropriate person as required	
Payroll/Time and Attendance (T&A)	- Assist with payroll functions, as directed by the Office Manager, which may include: - Liaise with Staffing Coordinator and/or supervisors to follow up attendance/absence data - Enter hours worked for employees - Check clocking times against attendance data - Carry out checks to ensure work times and cost allocations are entered correctly before handing T&A data over to payroll for processing - Assist/guide site staff to follow processes and use systems appropriately - Provide input to Office Manager to help create effective time and attendance procedures - Provide back up and support to the Office Manager role and be able to complete full T&A function in their absence, including generating reports and ensuring all relevant approvals are received in a timely manner - Maintain staff records relating to HR and T&A master data into HRIS in a timely manner and accurate.		

Key Result Areas	Actions	Targets and measures [Future goals/objectives and measures]	KPIs [Type of measure or performance e.g. Net profit, Cost per tray, \$ per ha, reject rates]
	Assist the Office Manager to promptly address and resolve employee queries and concerns related to T&A or payroll		
General Administration	- Ensure all people related information is treated and stored in a highly confidential manner. - Assist with other administrative tasks as assigned by the Office Manager to contribute to the overall efficiency and productivity of the site office - Provide support and back up to the Office Manager in the coordination of regional meetings, prepare and send out agendas and take and distribute minutes appropriately - Support other DMS staff as and when required, including packhouses, orchards and other supporting functions (such as H&S, Q&C, Finance etc.) of the business	- Distribute regional meeting agenda and minutes in a timely manner - All communication provided by DMS is timely, accurate and professional in nature.	
Seasonal recruitment	- Assist with seasonal recruitment, as directed by the HR Advisor, which may include: - Assist with pre-season set up - Meet, greet, interview and follow checklist for seasonal applicants - Follow recruitment processes to ensure all employees have signed agreement and other payroll related documentation prior to starting - Complete visa view checks to ensure all workers have the right to work for DMS in NZ; follow up with INZ if required - Ensure online induction videos are set up and complete prior to starting - Staff set up and scanning for timeclocks - Ensure recruitment documentation and input into HRIS is completed in a timely manner and accurate.		



Key Result Areas	Actions	Targets and measures [Future goals/objectives and measures]	KPIs [Type of measure or performance e.g. Net profit, Cost per tray, \$ per ha, reject rates]
Continuous improvement	Actively participate in Seasonal and Coolstore debrief and other discussions, providing input for areas of improvement		
Health and Safety	- Provide support to H&S representatives and teams as required and time allows - Ensure compliance with Health and Safety procedures and relevant legislation		H&S incidents/ investigations H&S Hazards



Supporting Tasks

Leadership

- Act as professional role model.
- Take action to resolve differences; work to achieve resolution of conflict.
- Support staff to carry out their role in a manner that is safe, appropriate, efficient and effective while maintaining a high level of customer service.

Health and Safety

- Actively promote and ensure H&S compliance in the workplace.
- Promote the safety of staff within your areas of responsibility, including the management of hazards.
- Assist and train staff in terms of organisational systems and health and safety knowledge and basic skills where applicable.

Team Culture

- Actively contribute to site and DMS team culture, strategies and initiatives.
- Live the DMS Core Values
- Participate fully in group activities and discussion and share all available information with peers, colleagues and managers.
- Act with dignity and fairness in dealing with others and share information/resources as required.

General

- Work with the Office Manager and HR Advisor in meeting overall business objectives.
- Maintain high level of confidentiality in all matters.
- Maintain a customer focussed approach, always representing customers best interest.
- Take initiative in promoting DMS and its services at appropriate opportunities.
- Maintain appropriate dress and demeanour and uphold acceptable standards of tidiness and cleanliness in the workplace.
- Continue to develop new skills and knowledge, proactively seeking out training relevant to your role.

Projects and administration

- Undertake projects as requested from time to time, ensuring this is done in a manner that shows initiative and will ensure self-development.
- Complete forms, reports and other paperwork promptly, clearly and accurately.



Person specification

	ESSENTIAL	PREFERRED
Qualification		
Experience	• General office administration experience • Experience with maintaining information in HRIS or other system	• Experience in the kiwifruit or other seasonal industry, highly advantageous • Experience in time and attendance or payroll processes
Skills	• Administration skills including MS Word, Excel and PowerPoint	
Attributes	• Friendly and approachable manner • Highly confidential • Able to juggle multiple tasks and priorities • Accurate, with strong attention to detail • Culturally sensitive and able to work with a diverse workforce • Flexibility to work varied hours, especially during high season (March – June)	