



Job Description

Position title:	Staffing Coordinator
Reports to:	Packhouse Manager
Direct reports:	No direct reports, however coordinates work for the shift responsible
Liase with:	
Internally	<ul style="list-style-type: none"> • DMS Te Puna seasonal employees • Site management • Other site teams: Coolstore and Quality • Packhouse staff • Other DMS employees
Externally	<ul style="list-style-type: none"> • N/A

Main Purpose

Staffing Coordinator

- To coordinate labour requirements for packhouse shifts in line with Operational needs.
- Training of seasonal staff to ensure packing operations are smooth and ensure staffing numbers are within the staffing allocations set for the season, and tight communication around filling any gaps with new staff as needed.
- Monitor permanent position changes for seasonal staff and ensure required forms are completed and approved.
- Promote staff engagement, teamwork, and positive communication across all shifts.
- Supporting, guiding, and developing supervisors in managing staffing matters, resolving workplace conflicts when and if required, confidentiality and professionalism when handling staff matters and personal information.
- To effectively assist the production co-ordinators Supervisors, and the Packhouse Manager in the operations relating to effective running of shifts.
- High levels of staff interaction with all staff on site.

Supporting Roles

- To support the Site office co-ordinator and payroll by monitoring time and attendance records ensuring employees are paid on time and correctly for time worked.

Please note that due to the seasonal nature of the Horticultural industry, at times there is a need for additional duties to ensure consistency with workflow to meet business requirements.



Principal Tasks

Function Description		Staffing Coordinator	
Key Result Areas	Actions	KPIs	Target
Staffing Coordinator	<ul style="list-style-type: none"> • Onboard/induct all new seasonal employees – carry out appropriate training, introduce to Supervisors, notify them of relevant policies and procedures etc. • Assessing shift requirements if needed with Production, Supervisors and the Packhouse Manager. • Monitor time and attendance records to confirm time clocking data to actual work hours, notify Supervisors of any time and attendance issues as early as possible. • Assist seasonal staff with queries and resolve issues related to pay, clocking in/out, and finger scanning. • Check if retraining is needed throughout the site (ongoing). • Ensure BRC rules are always followed. • Assist Production filling in H&S forms. • Maintain accurate records of seasonal milestone prizes, awards, and incentives in coordination with the HR Advisor and Site Office team. 	<ul style="list-style-type: none"> • All new employees are informed. • Training records and SOPS are up to date and accurate for Packing and Repacking operations. • Start shifts prior to production start times, review staffing absenteeism, update rosters and shift sheets if and when required, communicate staffing shortages. • T&A records are checked 4 times a day and all staff are accounted for. • Daily reconcile of all shift sheets completed in timely matter. • Record any staff absenteeism issues and liaise with staff and management. • Participate in Weekly Staff attendance draws/and staff activities as scheduled for the DMS Seasonal Engagement plan. • Support staff engagement initiatives and help maintain positive team culture across all departments. 	<p>100%</p> <p>100%</p> <p>Time/day to be specified.</p>



<p>Packing/ Repack/ Avocado Operations</p>	<ul style="list-style-type: none"> • Coordinate teams to ensure that packing/Re-packing staffing requirements are met. • Ensure staff attendance requirements are met and record absenteeism. • Ensure all packing and re-packing areas are consistently maintained in a clean, tidy, and orderly condition as part of general housekeeping standards. • Help and assist when repacking and packing requirements are needed. • Help train, induct, and guide new seasonal employees. 	<ul style="list-style-type: none"> • Accurate daily attendance records maintained with absenteeism reported promptly. • Maintain housekeeping standards with work areas consistently audit-ready and compliant with health and safety requirements. • New employees successfully inducted and trained within required timeframes, with minimal supervision required after onboarding. 	
<p>Communication</p>	<ul style="list-style-type: none"> • Actively participate in site discussions, team building exercises when required. 	<ul style="list-style-type: none"> • Relevant information relayed to relevant team members. <p>Communicate staffing updates, concerns, and operational information to relevant departments in a timely manner.</p>	



Supporting Tasks

Staff Leadership

- Provide clear leadership and direction. Secure and hold active cooperation of employees, inspiring confidence and motivating them to deliver the stated business objectives.
- Act as professional role model to staff.
- Assist employees to seek more responsibility and encourage them to handle tasks in the way they think best.
- Take action to resolve differences and defuse hostile behaviour. Work to achieve resolution of conflict with additional support when required.
- Ensure all staff receive adequate training to carry out their role in a manner that is safe, appropriate, efficient and effective while maintaining a high level of customer service.
- Lead by example through good behaviour, reliability, clear communication, and following company procedures and site rules.
- Promote accountability and ownership within teams to help achieve productivity, quality, and operational targets.

General

- Assist the Pack house Manager and the Management Team in meeting overall business objectives.
- Maintain a customer focussed approach, representing customers best interest at all times.
- Take initiative in promoting DMS and its services at appropriate opportunities.
- Demonstrate flexibility and adaptability during peak production periods and operational changes.

Health and Safety

- Actively promote and ensure H&S compliance in the workplace.
- Assist and train staff in terms of organisational systems and health and safety knowledge and basic skills where applicable.

Projects

- Undertake projects as requested from time to time, demonstrating initiative, accountability, and a proactive approach, while using each opportunity to enhance skills, knowledge, and overall professional development. Proactively identify opportunities for site improvement and contribute to effective staffing solutions to support operational efficiency.

Team Culture

- 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 professionalism, dignity and fairness in dealing with others and share information/resources as required.
- Encourage staff engagement, cooperation, and accountability within the workplace.



- Participate fully in group activities and discussions and share relevant information with peers, colleagues, and managers.

Administration

- Complete forms, reports and other paperwork promptly, clearly and accurately.
- Maintain appropriate dress and demeanour and uphold acceptable standards of tidiness and cleanliness in the workplace.
- Ensure all required documentation is filed, scanned, and submitted within required timeframes.