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| **Position** | Orchard Sector Administrator | **Division** | Rockit Management Services Ltd |
| **Reporting to** | Orchard Sector Manager | **Date** | July 2022 |
| **Purpose** | | | |
| To provide timely and efficient administrative support to Rockit Management Services Ltd Orchard Managers and the RMS Coordinator, across all aspects of the administration and operations of the business.  To assist with hands on work in the orchards at busy times of year or when the position has spare capacity.  The Administrator will be based at a specific orchard sector office, however, may also spend time each week in the other sector offices. | | | |
| **KEY TASKS** | | | |
| **Administration Support** | | | |
| * Drafting and preparing reports, presentations, letters, meeting minutes and other documents * Maintain electronic and hard copy filing systems using designated protocols, and ensuring timely retrieval of documents, minutes, agendas and supporting documents * Undertake data entry and complete templates and forms for the Orchard Managers * Take responsibility for maintenance of office equipment, including computers, copy machines and ensuring required office supplies are available * Answer incoming calls and undertake other reception related duties * Assist with general day-to-day orchard administration, ensuring the highest possible standards are maintained * Continuously improve administrative processes and systems | | | |
| **Orchard Administration** | | | |
| * Provide support to the Orchard Managers to assist with managing workloads and activities * Assist the Orchard Managers to monitor budgets, track expenditure, undertake analysis of costs and produce reports as required * Reconcile contractor invoices and timesheets * Data entry, systems administration and use of systems and associated hardware (eg Snapgrow, iPads, harvest printers etc) * Harvest data input, bin tallies, consignment note reconciling with Rockit Packing for orchard managers * Scheduling of weekly meetings, minute taking, report writing, timely revision of orchard documentation. * Assist with provision of employment and induction documentation for new employees and sign-off * Coordinate asset management processes for RMS plant and vehicles and updating asset list * Assist the RMS Coordinator with administration and support for audit processes * Be an internal auditor for RMS and report to the Operations Manager with all external and internal standards for audits | | | |
| **Orchard Work** | | | |
| * Undertake work in the orchards when time allows or at busy times of year – this may include:   + Tree training   + Thinning counts and collation of these during thinning   + Yard quality controller during harvest   + Record and collate tallies   + Other assigned orchard tasks | | | |
| **Health and Safety** | | | |
| * Assist Orchard Managers with implementation of orchard health & safety processes and systems * Occurrence reports administration, meeting minutes * Health & Safety PPE & training co-ordination and records * Arranging Drug and Alcohol testing as required | | | |
| **Organisational Obligations** | | | |
| * Undertake other duties assigned by the RMS Coordinator or Orchard Manager * Total confidentiality of employee and company information. * Maintain a high standard of performance and commitment to internal customer service. * A positive attitude and a can-do attitude are particularly important. * A commitment to health and safety and compliance with company policies. | | | |
| **Person Specification** | | | |
| * Administration experience * Knowledge of health and safety and HR requirements desirable * Proficiency in Microsoft Office including Word, Excel, Power point * Experience working in an orchard desirable * Confident and professional manner * Well organised and attention to detail * Strong interpersonal skills * Driver’s license and reliable transport to travel to work and other company sites | | | |
| **Relationships** | | | |
| **Internal**  Orchard management and staff  People & Culture, Finance and Administration staff  **External**  Various contractors and suppliers | | | |
| **Team Values** | | | |
| Proactively demonstrate RGL’s values in all work and internal and external interactions.  **Action Over Words**  At Rockit we’ve never been about the talk; it’s always been about the doing. Doing things that nobody thought was possible.  **Unstoppable Passion**  We use a simple formula; passion in the work, unbridled ingenuity and backing ourselves. We believe the world would be a better place if everyone rocked it with us.  **Doing Things Differently**  Doing things differently has always been part of our DNA, and it’s what saw us take a punt on the world’s smallest apple and turn it into a big New Zealand success story.  **He Toa Takitini**  Ehara taka toa, te toa takitahi, he toa takatini kē  Uniting all cultures, as we strive to make a difference within our communities and in all aspects of our environment, while being true to ourselves | | | |

**SIGNED** by the Employee:

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Date: ­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_