

<b>Position:</b>	Administration Assistant
<b>Department:</b>	Human Resources
<b>Reports to:</b>	Senior Human Resources Business Partner
<b>Direct Reports:</b>	Nil
<p style="text-align: center;"><b>Our Vision:</b></p> <p style="text-align: center;"><i>“Innovative Australian growing expert, sustainably farming and marketing flavoursome, nutritious fresh produce”</i></p> <p><b>We value:</b></p> <p><b>Teamwork:</b> We consider everyone at Flavorite as our extended family and every member of our team is important. We share ideas and solve problems collaboratively.</p> <p><b>Leadership:</b> We lead ourselves and we lead others to deliver our vision.</p> <p><b>Passion:</b> We are passionate about Flavorite, and we are dedicated to growing high quality, fresh produce.</p> <p><b>Reliability:</b> We can be relied upon to do what we say we will do and what we need to do.</p> <p><b>Ethics:</b> We have the highest ethical standards and value honesty, responsibility, accountability in all we do.</p>	
<b>Position Purpose:</b>	
The Administration Assistant is responsible for performing administrative functions to ensure the smooth and efficient operation of the HR department and farm operations.	
<b>Key Result Area:</b>	<b>Specific Tasks:</b>
<b>Reception</b>	<ul style="list-style-type: none"> <li>• Switchboard operation; answering calls professionally and relaying messages where required</li> <li>• Greet and direct farm visitors</li> <li>• Direct delivery drivers to relevant department</li> <li>• Manage inwards/outwards mail and couriers</li> <li>• Ensure Reception is clean and tidy</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Log issues into maintenance and IT databases</li> <li>• Undertake farm supply stocktake and ordering</li> <li>• Maintain office equipment and supplies</li> <li>• Raise purchase orders and goods receipt for purchases</li> <li>• Administrative and filing support for Seasonal Worker Onsite Advisor and leadership team</li> <li>• Type minutes of meetings as requested</li> <li>• Coordinate employee events</li> <li>• Administration support for payroll documentation</li> <li>• Assist with ad-hoc duties and projects as required</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>• Maintain database for training</li> <li>• Assist with recruitment administration</li> <li>• Filing of personnel information</li> </ul>
<b>Season Worker Program</b>	<ul style="list-style-type: none"> <li>• Conduct routine house inspections on Seasonal Worker occupied housing</li> <li>• Assist in the procurement and purchasing of inventory and goods for Seasonal Worker program</li> </ul>

Position Number: FHT043	Revision Date: 25/03/2024
Position Name: Administration Assistant	Reviewed by: T.McGrogan

<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Report near misses and potential hazards</li> <li>• Report all incidents involving injury to Supervisor</li> <li>• Be an advocate for OH &amp; S compliance</li> </ul>
<b>Person Specification:</b>	
<b>Mandatory Qualifications / Skills:</b>	<ul style="list-style-type: none"> <li>• Intermediate proficiency in the Microsoft suite</li> <li>• Current Victorian drivers' licence</li> </ul>
<b>Desirable Qualifications / Skills:</b>	<ul style="list-style-type: none"> <li>• Previous administration experience</li> </ul>
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• Desire to develop career in HR</li> <li>• Strong customer service focus</li> <li>• High attention to detail</li> <li>• Well-developed communication skills</li> <li>• Strong problem-solving skills</li> <li>• High level of organisational and time management skills</li> <li>• Strong team working skills</li> </ul>
<b>Physical Specification:</b>	
<b>Physical Demands of role:</b>	<ul style="list-style-type: none"> <li>• Constant sitting or standing while completing computer tasks</li> <li>• Constant and repetitive use of keyboard</li> <li>• Frequent and repetitive use of telephone</li> <li>• Frequent climbing into and out of vehicles</li> <li>• Occasional and repetitive lifting of various weights and volumes</li> </ul>

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. Flavorite management reserves the right to amend and change responsibilities to meet business and organisational needs as necessary.

Position Number: FHT043	Revision Date: 25/03/2024
Position Name: Administration Assistant	Reviewed by: T.McGrogan