



**POSITION DESCRIPTION
MSF SUGAR**

POSITION TITLE:	Administration Coordinator
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POSITION AUTHORISATION:

INCUMBENT:	Person's name (name)	<div style="border-bottom: 1px dotted black; text-align: center;">(Signature)</div>	<div style="border-bottom: 1px dotted black; text-align: center;">(Date)</div>
PREPARED BY:	Mill Manager (Position)	<div style="border-bottom: 1px dotted black; text-align: center;">(Signature)</div>	<div style="border-bottom: 1px dotted black; text-align: center;">(Date)</div>
APPROVED BY:	Executive Manager	<div style="border-bottom: 1px dotted black; text-align: center;">(Signature)</div>	<div style="border-bottom: 1px dotted black; text-align: center;">(Date)</div>

POSITION DEMOGRAPHICS:

Business Group/Division:	Mulgrave Mill
Reports Directly to:	Mill Manager
Reports Indirectly to:	NA
Subordinates:	Nil
Team Membership:	Mulgrave Mill
Work Site:	Mulgrave Mill Administration Office
Job Status	Permanent
Hours in Attendance	Ordinary working days are 8-9 hours.
Qualifications/Experience:	Significant experience in administration in a heavy industry environment is desirable.

POSITION PURPOSE:

The Administration Coordinator forms part of the Mulgrave Mill team and so is responsible for the support of the achievement of the site's business plans and actively promoting the company's objectives within the position's defined responsibility areas. The role will achieve this through providing support through a high level of administrative skills and organisational ability for the various teams at Mulgrave Mill.

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AUTHORITY TO ACT:

- Budget:
- Purchasing:
- Finance/Administration:
- Correspondence:
- Employee Relations:

KEY RELATIONSHIPS (Internal & External)

The Administration Coordinator supports the daily functioning of the teams including:

- Production;
- Maintenance;
- Cane Supply and Logistics;
- Corporate Administration;

KEY RESULT AREAS

Areas	Elements
Safety and Health	<ul style="list-style-type: none"> • Take responsibility for following work instructions and providing continuous improvement feedback; • Identify, control and report hazards; • Follow reasonable instructions and not undertake unsafe work or activity; • Act responsibly for the safety of self and others, and the environment • Report all incidents including near misses, injuries and damaged plant and equipment, and damage to the environment; • Participate in and support S&E improvement activities, including the development of Job Safety Analyses and training; • Encourage fellow employees to participate in and support SH&E improvement activities; • Wear appropriate personal protective equipment; • Ensure equipment in the Administration areas are in a safe and serviceable condition.
Organisation & Administration	<ul style="list-style-type: none"> • Assist the teams in scheduling and organising training, meetings and other events; • Prepare meeting agendas and take detailed minutes and action items; • Developing registers to capture actions and other tasks; • Answering and directing phone calls; • Providing administrative support to the Mill Manager, other Managers and Staff;

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	<ul style="list-style-type: none"> • Assist the Mill Manager in managing their calendar and other tasks • Comply data and develop reports and presentation using tools such as MS Word, Excel and PowerPoint; • Book travel arrangements; • Submit and reconcile expense reports; • Provide general support to visitors; • Act as the point of contact for internal and external client; • Use computer software (financial applications) to develop purchase requisitions; • Maintain and improve the administrative workflow by analysing and developing procedures;
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SKILL REQUIREMENTS

Skill Category	Skills
Essential Skills	Keyboard skills Proficiency in MS Office (MS Outlook, MS Excel, MS Word and MS PowerPoint, in particular) Report writing and presentation development The ability to manage conflict Knowledge of office management systems and procedures Working knowledge of office equipment, like printers and fax machines Excellent time management skills and the ability to prioritize work Attention to detail and problem solving skills Excellent written and verbal communication skills Strong organizational skills with the ability to multi-task The ability to develop business relationships
Desirable Skills	MS Project

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GENERAL:

This document outlines the unique characteristics of this position as a guide to role, scope and responsibilities of the position and skills required of the position incumbent.

In addition to these responsibilities the incumbent is an employee of the Mill and as such is accountable to the code of employee behaviour (Code of Conduct) defined by management and related to the company ten overarching policy statements.

Furthermore the incumbent's role is not limited to the areas defined but subject to the organization's needs, may be varied from time to time consistent with the incumbent's training and skills.

Finally, this document serves primarily to make clear to the incumbent the areas of organization activity for which the incumbent has sole or team member responsibility. Standards within which tasks are to be performed, performance is measured and targets are set for improvement will be covered under performance review and continuous improvement processes.

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