



MSF Sugar Pty Ltd is an integrated grower, processor, marketer and exporter of raw sugar. We are Australia's largest sugarcane farmer, second largest raw sugar exporter and third largest miller. MSF Sugar has a 124 year heritage in Australia and a future which centres on being an efficient, reliable, high quality supplier of sugar to international markets.

Office Administrator

Applications are invited for the position of Office Administrator to join the MSF Sugar team. This is a fulltime position, located at our Tableland Farms Office, approximately 25km west of Mareeba on the Atherton Tablelands.

Reporting to the Operations Manager, you will be required to effectively manage the administrative requirement of the MSF Sugar Tableland Farming Operations. This includes but is not limited to timesheets, workplace health and safety toolbox talks and inductions, uniforms, training, employee accommodation and weekly and monthly farm reports.

Application and enquiries are sought from people with the following attributes:

- Minimum 2 years' experience in office administration;
- Ability to engage, supervise and negotiate with a wide variety of people;
- Attention to detail and ability to complete and record various paperwork;
- Ability to be decisive and carry out and complete a broad range of tasks under minimal supervision;
- Excellent planning and organisational skills, including the ability to manage a range of tasks with conflicting priorities;
- Business focused individual with a 'can do' attitude and the ability to work autonomously or as part of a team;
- A systems thinker – create more efficient methods to achieve tasks and goals; and
- High degree Microsoft Office expertise.

MSF Sugar offers a supportive and positive team environment. This is an exciting opportunity to be part of a major player in Australian agribusiness.

Applicants may be required to undergo pre-employment medical and drug and alcohol testing.

Further information can be found on our website or by contacting:

Rik Maatman – Operations Manager

Phone: 0437 168 167

Email: rikmaatman@msfsugar.com.au

To apply, click 'Apply for this job' via SEEK.

Applications close at **COB** on **Monday, 10 December 2018**.



POSITION DESCRIPTION

POSITION TITLE:	Office Administrator – Tableland Farms
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POSITION AUTHORISATION :

INCUMBENT:	 (Signature) (Date)
PREPARED BY:	Rik Maatman Operations Manager (Signature) (Date)
APPROVED BY:	Trevor Crook General Manager Agriculture (Signature) (Date)

POSITION DEMOGRAPHICS:

Business Group/Division	Agriculture
Reports Directly to:	Operations Manager – Tableland Farms
Reports Indirectly to:	N/A
Subordinates:	Nil
Team membership:	MSF Agriculture - Tableland Farms
Work Site:	MSF Tableland Farms Office
Job Status:	Permanent Full Time
Qualifications / Experience:	<ul style="list-style-type: none"> Minimum 2 years experience in administrative roles Drivers licence. (essential) A high degree of expertise in use of Microsoft office products

POSITION PURPOSE:

The Office Administrator is part of the Tableland farming operations team and so is responsible to support the achievement of the site’s business plans and actively promoting the company’s objectives within the position’s defined responsibility areas.

The Office Administrators primary focus is to effectively manage the administrative requirements of the MSF Sugar Tableland farm operations. This includes:

- Supporting the Farm’s operation and planning processes.
- Liaise and assist with the timely delivery of Timesheets, Dashboards, Safety Talks and Safety audits.
- Liaise and assist with the timely delivery of farm invoices and corresponding purchase orders to accounts payable.
- Leave, training and employee contracts – assist in organisation of and maintain appropriate records and events.
- Co-ordinate the sale of farm assets process (E.g. Tender)

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Prepared By: Lisa Waterson	Date: 12/11/2018	Document Number: V:4	Electronic File & Path: K:\AgriSupply\KPIs & staff planning\Position descriptions\New PDs Tablelands\Restructure Sept 2015			
Approved By: GM Agriculture	Date:	Date Implemented:	Review Date: 12/11/2018	Date of initial copy: 1/8/11	Update Version: 12/11/2018	Page 1 of 3



POSITION DESCRIPTION

AUTHORITY TO ACT

Purchasing: Authority to purchase items within Farm Office maintenance and stationery budget.

KEY RELATIONSHIPS (Internal & External)

The key relationships will be with the following:

- Operation Managers
- Farm Supervisors
- Finance, Human Resources and Administration Staff
- Agricultural Administrator
- Training Providers
- Regulatory Organisations

KEY RESULT AREAS

Areas	Elements
Training and Skills Development	<ul style="list-style-type: none"> • Assist with coordination of the training program for Tableland Agricultural and Harvesting Employees <ul style="list-style-type: none"> • Liaise with Agricultural employees regarding travel arrangements and complete the necessary paperwork to allow booking to be made by Administration staff. • Assist farm employees in use of Microsoft Office suite of products and STEMs
WH&S and Environmental management systems	<ul style="list-style-type: none"> • SDS updates distribution • Assist with 6mthly fire extinguishers checks to ensure all are available for inspection. • Record and file completed safety talks, audits • Induction of new employees • Assist farming team in ordering safety items
Administration	<ul style="list-style-type: none"> • Maintain and administer stationery, registers of accounts, purchase order books, licences, leases and permits as applicable to the effective management of Tableland Farming operations. • Ensure Farm invoices and corresponding purchase orders are sent to accounts payable on a timely basis • Assist with maintenance of Tableland Agricultural files and filing system. • Arrange documentation/keys and assist in administration of single person's on-farm accommodation. • Assist with weekly and monthly reporting requirements
Administration of new Farm Employees	<ul style="list-style-type: none"> • Liaise with Human Resource manager and Payroll Officer on timely return of contracts and documentation – ie. Signed contracts, copies of licences, certificates provided as required. • Liaise with appropriate staff to arrange new phones, emails e.t.c. as required.

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Areas	Elements
	<ul style="list-style-type: none"> • Arrange pre-employment medicals with assistance of Agricultural Administrator if required. • Co-ordinate and manage issuing and collection of uniforms • Prepare new employee information packs

SKILL REQUIREMENT

Skill Category	Skills
Enabling Skills	<ul style="list-style-type: none"> • Attention to details • Keyboard skills • Microsoft suite of products operation at high level of expertise • Report, spreadsheet and memo writing
Essential Skills	<ul style="list-style-type: none"> • Ability and carry out and complete a broad range of tasks under minimal supervision. • Confidence in own ability, a quick learner who is able take decisive action within a defined area in pursuit of company objectives. • Ability to adapt to and thrive in a dynamic environment • A systems thinker with the demonstrated ability to create more efficient and accurate methods to achieve set tasks and goals. • Well-developed teamwork, organisational and time management skills. • Capacity to input and access data from computer network • Ability to coach others in use of Microsoft suite of products.
Desirable	<ul style="list-style-type: none"> • Knowledge of agriculture • Sound problem solving skills • Ability to communicate effectively via a range of media

GENERAL

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

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

Furthermore the incumbent's role is not limited to the areas defined but subject to the organisation'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 organisation 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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