



Position Vacant

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.

Administration Officer ***South Johnstone Mill***

Applications are invited for the position of Administration Officer to join the MSF Sugar team.

This is a fulltime position, located at our South Johnstone Mill, which is approximately 10km west of Innisfail.

The Administration Officer forms part of the South Johnstone 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 positions 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 the South Johnstone Mill.

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 will be required to undergo pre-employment drug and alcohol testing, and some positions may also require a medical assessment.

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

Mill Manager – South Johnstone Mill

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

Applications close on **30th August 2019**.



Position Description

Position Title:	Administration Officer
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POSITION AUTHORISATION

Incumbent:	 (Signature) (Date)
Prepared By:	Mill Manager (Signature) (Date)
Approved By:	Chief Executive Officer (Signature) (Date)

POSITION DEMOGRAPHICS

Business Group / Division:	South Johnstone Mill
Reports Directly To:	Mill Manager
Reports Indirectly To:	N/A
Subordinates:	Nil
Team Membership:	South Johnstone Mill
Work Site:	South Johnstone Mill Administration Office
Job Status:	Permanent – Fulltime
Qualifications / Experience:	Certificate III in Business Administration Understanding in basic accounting fundamentals Experience in Finance and Administration

POSITION PURPOSE

The Administration Officer forms part of the South Johnstone 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 positions 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 the South Johnstone Mill.

AUTHORITY TO ACT

In accordance with the company Delegations of Authority policy.



Position Description

KEY RELATIONSHIPS **(Internal & External)**

The Administration Officer supports and assists in coordinating the daily functioning and operation of the South Johnstone Mill management team, including:

- Production
- Engineering
- Cane Supply and Logistics
- Administration

Additional relationships need to be established with:

- External Auditors
- Internal Auditors
- External Sugar and Cane Contractors
- Cane Grower Enquiries
- Innisfail Babinda Cane Productivity Services
- Mourilyan Molasses Terminal Company
- Creditors, including Contractors

KEY RESULT AREAS

Areas	Elements
Organisation and Administration	<ul style="list-style-type: none"> • Assist the South Johnstone Mill teams in scheduling and organising training, meetings and other events. • Prepare meeting agendas and take detailed minutes and action items. • Develop registers to capture actions and other tasks. • Answer and direct phone calls. • Provide administrative support to the Mill Manager, other Managers and staff. • Assist the Mill Manager in managing their calendar and other tasks. • Assist with executive reports. • Comply data and develop reports and presentations using tools such as Microsoft Word, Excel and PowerPoint. • Book travel arrangements. • Submit and reconcile expense reports. • Provide general support to visitors. • Act as a point of contact for internal and external clients. • Use computer software (financial applications) to develop purchase requisitions. • Maintain and improve the administrative workflow by analysing and developing procedures. • Assist with Payroll data entry and checking. • Provide assistance to fulfil the requirements of external auditors. • Provide assistance to fulfil the requirements of internal auditors. • Prepare and distribute various correspondences to internal and external parties. • Order stationery. • Organise special event functions. • Weekly Molasses sales invoicing.

Position Description

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 do 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, as well as damage to the environment. • Participate in and support Safety and Environment improvement activities, including the development of Job Safety Analysis and training. • Encourage co-workers to participate in and support Safety, Health and Environment improvement activities. • Wear appropriate personal protective equipment. • Ensure equipment in the Administration areas are in a safe and serviceable condition.
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SKILL REQUIREMENT

Areas	Elements
Enabling Skills	<ul style="list-style-type: none"> • Keyboard skills • Microsoft Word, Excel, PowerPoint and Outlook operation • Accounting software operations
Essential Skills	<ul style="list-style-type: none"> • Problem solving – investigation, analysis and decisiveness • Performance monitoring • Compliance with legislation – policies and procedures • Planning – prioritising • Attention to detail • Communication
Desirable Skills	<ul style="list-style-type: none"> • Ability to enlist cooperation • Self-organised • Handle conflict • Reliability • Team Worker

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 MSF Sugar 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.