



SCHEDULE 1: EMPLOYEE DUTIES

CHERRY HILL COOLSTORES PTY LTD Administrative Officer Position Description

Overview:

The Administrative Officer uses his or her experience to provide support to the Administration Manager and to produce effective and efficient delivery of the company's daily office and administrative needs. The Administrative Officer has responsibility for administrative operations and front office reception for Cherry Hill Coolstores Pty Ltd.

Accountability:

Administration Manager

Directive Instruments

The Corporations Act 2001, Cherry Hill Board of Management, Cherry Hill Policy and Procedures Manual, Statutory Regulations, Industrial Acts and Awards.

Skills & Knowledge

The Administrative Officer is expected to have the following capabilities:

- Experience in Administration or similar role is preferred but not essential.
- Exceptional attitude and customer service skills.
- Proficient in numbers.
- Proficient in Office software (particularly Excel and Word) and ability to adapt to new systems quickly.
- Excellent communication skills, both written and verbal.
- High degree of attention to detail and problem-solving attitude.
- Ability to adapt to a fast-paced environment and work collaboratively within a team.

Responsibilities include but not limited to:

1. Organise office and assist team members.
 - Organise and maintain front office filing system.
 - Coordinate with various teams or departments to gather necessary and accurate information.
 - Assist team members with any queries or requests.
 - Monitor level of office supplies and order as required .
 - Create and maintain systems to better improve office efficiency and productivity.
2. Data Entry and Reporting
 - Accurately input data, create and reconcile reports on the seasonal movements of seed potatoes and carrots.
 - Maintain and update company databases, spreadsheets, documents etc on the computer system and within the company app.
 - Create and update templates, documents and records, ensuring accuracy.
 - Create agenda, take detailed minutes and create action lists for company meetings.
 - Provide information, records and reports in support of the Administration Manager.



3. Office Reception

- Greet, handle requests and queries, and maintain good relations with customers, suppliers and colleagues.
- Act as point of contact for internal and external clients.
- Answer and direct phone calls.
- Keep front office and workspace clean and tidy at all times.

4. Maintain and assist in the implementation of Business Policies, Procedures, Regulation.

- Assist in implementing effective operational policies and procedures.
- Ensure compliance with relevant government legislation and regulations.
- Maintain compliance with OH&S Act, Privacy Act, Workplace Relations Act, Workplace Health and Safety Act, processes, policies and procedures.
- As directed, update templates for workplace policies and procedure manuals and registers.

5. Collaborate with various departments to facilitate seamless communication and workflow

- Coordinate with different area supervisors and staff in obtaining accurate paperwork and information.
- Collaborate with the project manager in the development of company app.
- Communicate accurate data with accounts and HR department through effective reporting.

6. Marketing

- Assist with maintenance of company website, social media, newsletters.
- Assist with the development of marketing, promotional and creative collateral.
- Maintain the customer newsletter database.
- Mail out the quarterly newsletter.

How to Apply:

Email your application to admin@cherryhillcoolstores.net.au