**Costa Group Position Description**

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| **Business Unit:** | Costa Farms & Logistics (CF&L) |
| **Position Title:** | Administration Officer |
| **Department:** | Wholesale Markets |
| **Reporting To:** | Operations Support Manager |
| **Location:** | Rocklea, QLD |
| **Date:** | February, 2024 |

**1.** **Primary Objective of Position:**

This role is responsible for undertaking a variety of office support tasks, accounts payable activities and some general housekeeping duties. The position also involves cashier work, including banking, and the management of all monetary transactions with customers. This role will also include supporting Sales Managers with their administrative requirements.

General administrative duties may be requested from other sections, managers or supervisors across the business from time to time.

**2. Key Accountabilities and Responsibilities:**

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| **Role Duties** |
| * Effective management of the administration of stock
* Market pallet transfers and pallet control
* Accounts payable and associated tasks
* Supporting Sales Managers with administrative requirements
* Entering sales receipts
* Accurately and efficiently receiving payments from, and issuing receipts to, customers for cash and credit transactions
* Managing cash and credit transactions for the market, including banking
* General housekeeping duties where required
* Actively seek ways to support managers, sales staff and supervisors with their administrative functions
* Look for ways to consolidate processes and find efficiencies in all areas of the business and map out process improvement opportunities
* Become a support to all Rocklea team members, and find ways to find answers everyday questions to remove some of the burden from the management team
* Collect and collate information over time to allow data-driven decision-making regarding the development of workplace process design
* General administrative activities as requested by Costa managers and supervisors.
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| **Workplace Health and Safety** |
| * Responsibility for supporting and complying with the Costa Group Work Health and Safety Policy, including the maintenance of a safe and healthy workplace for the protection of all employees
* Report immediately any incidents, injuries and hazards and participate in hazard identification, risk assessment, implementation of controls and monitoring and evaluation of processes
* Take reasonable care of his/her own health and safety and for the safety of others who may be affected by his/her acts or omissions at work.
* Work in accordance with the policies and procedures of Costa Group, as amended from time to time
* Obey all reasonable instructions to protect his/her own health and safety, and the health and safety of others
* Be unaffected by alcohol or drugs
* Perform only those procedures or tasks for which he/she has received appropriate training and instructions.
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| **Food Safety and Quality** |
| * Supporting and complying with all of Costa’s food safety and quality related policies and procedures, as amended from time to time
* Demonstrating good personal hygiene practices and use of personal protective equipment
* Handling all produce, using and maintaining all equipment, in a manner that does not compromise food safety & quality
* Immediately reporting, in line with your area of responsibility, any food safety and quality hazards, incidents or near misses to your supervisor or manager
* Leading by example, your behaviour and decisions make the difference, ask for clarification if you are not sure.
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| **Core Values** |
| * Determination – acting decisively and with a sense of urgency
* Passion – challenging the status quo and acting with energy and enthusiasm
* Accountability – focusing on outcomes and delivering on commitments
* Sincerity – acting bolding in an open, honest, and responsible manner
* Respect – treating others as we expect to be treated in attitude, communication, and personal safety
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| **Key Challenges** |
| * Ability to work stand-alone and as part of a team while maintaining the commitment to meeting set deadlines
* Attention to detail is critical to all tasks undertaken by this role.
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**3.** **Candidate Requirements:**

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| **Education, Qualifications and Training** |
| * SAP experience preferred but not essential
* High level of experience in Microsoft Word and Excel.
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| **Experience, Skills and Knowledge** |
| * Minimum 5-7 years’ experience in a similar role.
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| **Other Relevant Information** |
| * Early starts may be required
* Start times must be flexible and based on business needs while maintaining standard working hours.
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