



Cropsol Position Description

POSITION Office Administrator

REPORTS TO The successful applicant will report in the first instance to the Office Manager.

PRIMARY PURPOSE of the POSITION

- The Office Administrator position is based in Griffith NSW, and is a full time position responsible for providing administrative support to Cropsol clients, management and staff.
- To undertake and manage the administration function of the businesses known as Cropsol and Leeton Superwash.
- To participate in and contribute to the overall effectiveness of the business.

REQUIREMENTS

- High level of computer literacy including knowledge of and experience with MYOB, Microsoft Office programs, payroll and basic accounting functions
- Hold a current driver's licence

RESPONSIBILITIES

Reception duties

- Handle customer enquiries via counter, telephone, facsimile and email
- Take responsibility for internal and external communications
- Receipt of inwards stock
- Dispatch of client orders
- Office appearance

Customer Service duties

- Client and database management
- Basic co-ordination and action of marketing / promotional functions
- Basic website maintenance
- Liaison between staff and clients

Accounting functions

- Accounts receivable management including invoicing, statements and payments
- Accounts payable management
- Receipting, banking and bank reconciliations
- Accounting management via MYOB
- Weekly and monthly reporting of sales etc
- Payroll
- Prepare and submit quarterly BA Statements
- Some liaison with accountant under direction



Time Management

- Plan scheduled work in advance and communicate work schedules effectively
- Utilise electronic diaries and calendars to schedule, manage and record work activities
- Keep Cropsol staff updated with daily activities

Document control

- Maintain client files
- Maintain creditor files
- Ensure accurate information is kept and organised
- Filing of paperwork in a timely and logical manner

Administrative functions

- General office supervision and administration including insurances, registrations, subscriptions, mail and internal communication
- Monitoring of stock and office supply levels
- Some ordering of stock
- Maintenance and flow of job sheets and monitoring of projects
- Report editing, compilation, typing, photocopying and binding
- Other functions and duties as required by the role and the Managing Director.

KEY SKILLS

Planning and organisation

- Identifying and undertaking in order of priority all tasks associated with the administration and management of the business. Completing tasks efficiently and meeting deadlines. Reorganising daily work plan as required to accommodate new work tasks.

Information monitoring

- Maintain effective on going procedures for collection and review of information necessary for the day to day running of the business.

Attention to detail

- Completing work tasks accurately by paying attention to every detail of the task not matter how small, showing concern for all aspects of the job and checking work thoroughly to ensure accuracy.

Written communication

- Expressing ideas clearly and accurately in documents structured appropriately for their target market and purpose. Ensuring all documents are error free and complies with the style guide.



Soil & Irrigation Management

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Verbal communication

- Always speaking politely and professionally regardless of the situation. Expressing yourself clearly using language which can be clearly understood by others.

Teamwork

- Actively participating in and facilitating team effectiveness. Taking actions which demonstrate consideration for the role, skill level, feelings and needs of others.

PERSONAL ATTRIBUTES

- Ability to operate independently
- Recognition of the need for team cohesion and the ability to work in that environment as well
- Attention to detail
- A can-do attitude
- Neatness and accuracy
- Pleasant manner
- Customer service skills and aptitude
- Knowledge of and the ability to relate to a range of clients across rural, regional and urban environments

There is a requirement for the successful applicant to commit to sign a Cropsol Conditions of Employment document which details further rights and responsibilities of the role.