

Position Description

Position Title:	Grapes Production – Production Administration Assistant
Reports to:	Grapes Production – Assistant Production Facilities Manager
Group Division/Function:	Grapes - Production

Role Purpose	
The purpose of this role is to act as a Source Material Supervisor in the area of our Source Material operations.	
1.	The purpose of the role involves contributing to and supporting day to day running of Production related Operations. This role will work in accordance with company standard operating procedures. On a seasonal basis (Usually May to December), the role primarily involves assisting with administrative related tasks within Grape vine source material, plant processing and Grafting Production as well as Cool Store and Dispatching functions.
2.	This role may also be requested to assist in general office administration and data entry tasks.
3.	In the offseason, the role will also include the performing of other duties and tasks across other areas of the company as required by the needs of the business. This may involve outside physical field work in some instances.

Key Area of Accountability	% of the Total Role	What are the Outputs Expected
Production Assistant	60%	<ul style="list-style-type: none"> • Data input in a timely efficient manner and administrative duties to support day to day running of Production based activities. • Entering Quality Control Data and ensuring forms are accurate and complete. • Alerting Production Manager to any quality control &/or traceability issues identified. • Upkeep and maintenance of all production facility based documentation. • Compilation and checking the accuracy of times and codings for timesheets. • As directed by Production Facilities Manager assist in the preparation and allocation of seasonal employment contracts and other employment documentation ensuring it is fully completed the day prior to them commencing work. • Manning phones, taking messages. Maintaining rosters and staff contact details. • Ordering consumables as needed with regular checking of supplier and cost options. Shopping as required. • Monitoring of staff facilities cleanliness and addressing any issues with cleaning staff.

		<ul style="list-style-type: none"> • Ensuring that confidentiality is maintained at all times as appropriate regarding staff, HR issues and company records etc. • As required assist Production Manager / Production Assistant with monitoring / recording of processing activities. • Other general tasks and duties as required.
General Office Administration and Other – (Off season to Production operations)	30%	<ul style="list-style-type: none"> • Data entry • Filing • Potted Plant Production / Field Operations <ul style="list-style-type: none"> ○ General hands on tasks including but not limited to plant maintenance, Quality control, dispatch tasks. ○ General office tasks including but not limited to data entry, label printing, filing.
General	5%	<ul style="list-style-type: none"> • Quality control issues and problems are reported on. A positive attitude towards quality is developed, maintained and rewarded across all areas of production. An environment of continuous quality improvement is maintained. • Assist the management in creating a team environment that rewards positive attitudes, progressive and inclusive thinking, and a continual focus on betterment and improvement. • Assist the management in fostering a focus on achieving the businesses Sustainability goals. • From time to time the Employee may be required perform other duties within other areas of the company which the Employer may reasonably expect the Employee to perform as the needs of the business dictates.
Health and Safety	5%	<ul style="list-style-type: none"> • All Practicable Steps are taken to ensure safe and best practise operating procedures are always used. • Ensure any H & S concerns are notified to management or appropriate delegate as soon as practicable after identification. • Incident and Accident reports are completed and submitted in a timely manner

Key Requisites
Education/Experience and Qualifications
<ul style="list-style-type: none"> • Minimum 2 years relevant experience at a comparable level
Special Skills/Competencies
<ul style="list-style-type: none"> • Current drivers licence • Adaptable, flexible, able to change plans based on the changes in the plants, a problem solver. • Dedicated, with a positive attitude. • Self-aware, regimented/understands and works to the time sensitive nature of the plants. • Takes responsibility for results, organised, sets standards • Strong interpersonal skills, a clear communicator, collaborates well with others, builds relationships.

Key Working Relationships		
Most frequent Contacts	Internal/External	Nature or Purpose
Assistant Production Facilities Manager	Internal	<ul style="list-style-type: none"> • Reporting Line • Any relevant strategic or operational issue impacting on the business.
Production Facilities Manager Coolstore & Dispatch Supervisor PPP Operations Manager Field Nursery Manager Team Leaders Production team	Internal	<ul style="list-style-type: none"> • These are key working relationships and need to be developed and maintained.
Riversun Staff	Internal	<ul style="list-style-type: none"> • It is expected that a courteous and professional working relationship will always be maintained with all other Riversun employees and management.
External Service Providers and Customers	External	<ul style="list-style-type: none"> • As required and/or directed from time to time.