

Position Title:	Office Administrator	Reports to:	Financial Controller - Australia
Department:	Finance	Job Family	Administration
Job Category	Administration	Compensation Grade	S1 – Entry Support
Critical Job	<del>Yes</del> or No	Difficulty to Fill	Easy   <del>Hard</del>   Difficult
Location	Goulburn, NSW	Date PD updated	January 2024
Accepted by Employee		Signed:	

### 1. Background of Aviagen and the ANZ Administration and Finance Team

Aviagen is the world's leading poultry breeder, providing pedigree lines for the production of broiler chickens to over 250 poultry producers globally. The Company has a number of wholly owned operations across the United Kingdom, Europe, Brazil, India, Australia, New Zealand and USA as well as joint ventures in Asia.

The Aviagen Australia operation is part of the wider AANZ business unit which covers both Australia and New Zealand. The Australia Operation consists of the Wagga Wagga Quarantine Farm, Bowral Breeder Farm (GGP or GP stock – 1 farm with 5 sheds), Goulburn Breeder Complex (4 farms) and Wellington Breeder Complex (4 farms with 1 currently in construction), the Goulburn Hatchery and the Goulburn office (which houses Veterinary, Planning, Finance, HR, H&S, Quality and Administration teams).

Aviagen values are: Positive Attitude, Customer Focus, Team Orientated, Respect, Continuous Improvement, Integrity and Caring – alignment across the business makes us who we are; a team of people who are incredibly proud of our product and the way in which we pull together to produce it.

### 2. Job Profile Summary

The primary purpose of this position is to provide efficient and professional administrative support to the Finance, Human Resources and Administration departments at Aviagen. The role requires a proactive individual with a can-do attitude, aligning strongly with Aviagen Values. The incumbent will serve as the first point of contact for customers, vendors, job seekers, and other visitors, contributing to a positive and welcoming atmosphere.

It is essential this person operated with flexibility, efficiency and enthusiasm with all team members and treats each concern as a challenge to lift standards. The position holder will actively participate to support the Finance, HR and Administrative teams to ensure initiatives, routine work and concerns are dealt with appropriately. The incumbent will be a source of positivity.

### 3. Dimensions

Travel Requirement	Seldom
Staff Management	Nil
Financial Management	Nil

### 4. Key Accountabilities

#### 4.1. Finance Team and Accounts Payable Support

- a) Provide back-up and support to the Australian Accounts Payable functions
- b) Support the AU Financial Controller and AU finance team with any tasks and/or projects as decided from time-to-time, including coverage during peak workload periods, leave or projects
- c) Review and actively manage monthly mobile phone, fuel and toll accounts
- d) Manage mailbox for Aviagen and RA Property Management including saving invoices, responding to emails / distribute as required and follow up.
- e) Conduct creditor reconciliations

#### 4.2. General reception and business administration support

Aviagen AU office reception / first impressions related duties including;

- a) Ordering kitchen items, stock and stationery
- b) Answering phones for office
- c) Mail collection / delivery and distribution
- d) Facilitate courier pickups / shipments as requested
- e) Meet and greet visitors to office
- f) Organisation of waste / recycling for Council collection for office
- g) Liaise with office cleaners on changes, concerns, special needs, etc.
- h) Printing / Photocopying / Laminating as requested

- i) Document formatting, mail merging and general word processing as requested
- j) Arranging travel & accommodation for visitors & managers as requested
- k) Coordinate all meetings and conferences as requested
- l) Arrange Catering as requested
- m) Keeping board room & kitchen neat and tidy
- n) Electronic Filing where required
- o) Manage eTags, and motorpass cards
- p) Be point of contact for landlord as liaison, should contractors or tradespeople be needed for general office maintenance
- q) Company keys
  - Maintain a register of who has which numbered key
  - Do quarterly checks on any keys not returned for any staff or contractors that have left the business

#### **4.3. HR Team Support**

As directed by the HR Systems Coordinator or HR Business Partner carryout the following ensuring utmost confidentiality and privacy of data;

- a) On boarding / induction presentations – up to twice a week (max) in the office
- b) Assist with administration related tasks of waged candidates on recruitment platforms
- c) Assist with maintenance of waged and entry-mid level salaried personnel filing including checking all induction and payroll documents returned for action are correctly completed and returned in their entirety in a timely manner, reporting any discrepancies to the HR Manager
- d) Other basic HR admin as requested

#### **4.4. Event management / conference preparation/assistance including:**

- a) Staff functions, company updates, company family events, organise company gifts etc
- b) Organise venue, food, accommodation, invitations, celebratory items, transport where requested by approved managers

#### **4.5. Company housing support**

- a) Organise utility and internet connections, rental, insurance, property management fees as directed.

#### **4.6. IT Administration for Australia**

Following Corporate IT approved ANZ IT Hardware Management procedures, provide IT based support under the direction of Corporate IT where required for the Australian operation. Including;

- a) Review, ordering and in some situations setting up new IT hardware and related components
- b) Liaison between Corporate IT and local IT consultants, ensuring appropriate disposal of disused hardware
- c) Order new phones via Telstra, monitor phase asset list for age and product type to ensure review prior to order or breakdown.
- d) Ensure any proposed change to AU IT Hardware Management procedures is discussed with your counterpart in the NZ Operation to ensure consistency in IT processes and administration

#### **4.7. Operations Administration support**

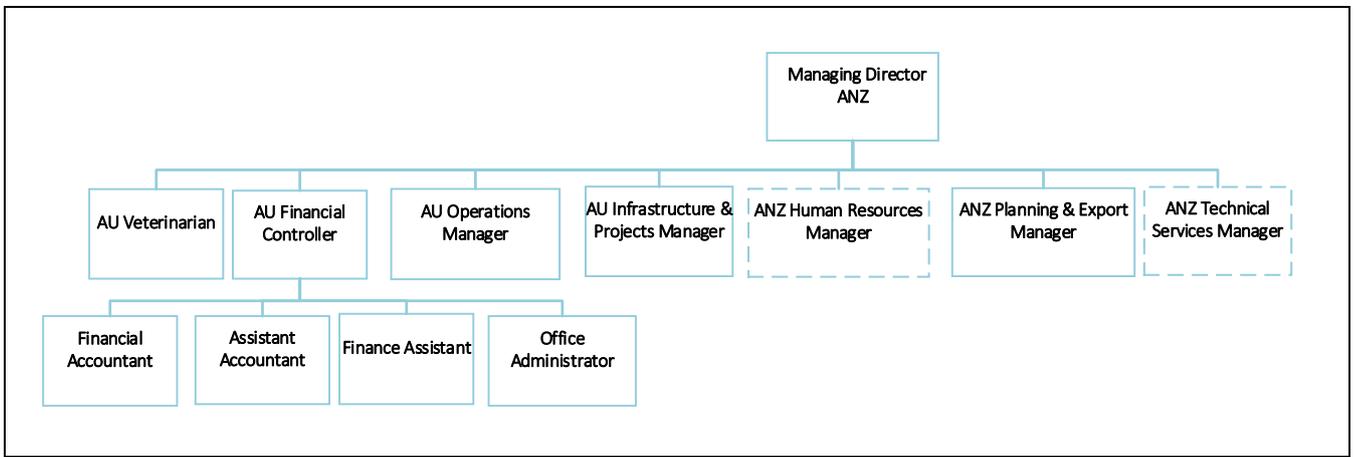
- a) Provide support and back up for Operations facility administrators when required in times of leave to create PO's and receipt when required

#### **4.8. Charities and Donations Committee Secretary**

- a) Meeting Minutes as directed.
- b) Arrange and assist with donations
- c) Monitor and communicate to committee on actual spend, budgeted amount, and amount remaining each quarter

While this is a prescriptive list, this is not an exhaustive list of responsibilities and the Office Administrator will be required to undertake any other task or action reasonably requested to fall under their area of responsibility by the Australian Financial Controller or AANZ HR Manager.

## **5. Organisation Structure**



6. Working Relationships	
Internal most frequent contacts	Nature or purpose
Financial Controller	Reporting manager.
AANZ Human Resources Manager	Provides Administration support when required – Dotted Line
Finance Team	Provides Administration support – Team Member
Human Resources Team	Provides Administration support when required
IT Support	Internal Systems Support
External most frequent contacts	Nature or purpose
Catering and Office Supply Providers	Ordering and receiving goods
Corporate IT	Liaison on setting up computers, server issues or maintenance etc.
Telstra	Phone accounts / hardware
Toll (or other courier company)	Arrange deliveries

7. Person Specification Requirements	
Education Requirements	<ul style="list-style-type: none"> <li>Higher School Certificate</li> </ul>
Language Requirements	<ul style="list-style-type: none"> <li>Must have a fluent level of proficiency in English</li> </ul>
Work Experience	<ul style="list-style-type: none"> <li>Demonstrable experience in the use of Microsoft applications Excel and Word is essential</li> </ul>
Training/ Certifications	<ul style="list-style-type: none"> <li>Working towards finalising traineeship Cert III or Cert IV</li> </ul>
Competencies/ Skills	<ul style="list-style-type: none"> <li>A high degree of confidentiality is fundamental within this position, a number of elements dealt with will only be shared with reporting manager and no other positions within the business</li> <li>A strong focus on attention to detail and accuracy is imperative in this position</li> <li>Ability to communicate effectively, both oral and written.</li> <li>The position is ideally suited to a self-starter who is highly motivated, shows initiative and is able to work unsupervised.</li> </ul>
Other Requirements:	<ul style="list-style-type: none"> <li>Ability to provide administration support to business unit managers</li> <li>Potential to provide administrations support to a number of committees e.g. Charity and donations committee member, WH&amp;S chairperson</li> </ul>

8. Values and Behaviours	
Demonstrated strong alignment of the incumbents' everyday conduct with Aviagen's Values and Behaviours:	
POSITIVE ATTITUDE:	We show a positive "can-do" attitude in our work and interaction with colleagues and customers
CUSTOMER FOCUSED:	We devote our time and energy to add value and make a difference for customers each day
TEAM ORIENTED:	We work together toward efficient and effective ways to meet customer needs and help our company succeed
RESPECTFUL:	We treat everyone with equal respect and value their contributions, as well as their diversity
CONTINUOUS IMPROVEMENT:	We're a learning organisation, with a constant drive toward greater achievement to benefit our customers and stakeholders
INTEGRITY:	We show consistent moral and ethical behaviour in all we do
CARING:	We care for our employees, our customers, our birds, our communities and our world.