



FARM OFFICE ASSISTANT Job Description

JDFOA

Position	Farm Office Assistant
Location	Bushy Park Estates & Rostrevor Hop Gardens
Reports To	Office Manager
Reported to by	No direct reports
Responsibilities	<p>Responsibilities may include but are not limited to:</p> <p>Administration and Finance</p> <ul style="list-style-type: none">• Reception duties including greeting visitors, answering and directing phone calls, replying to email enquiries and sorting and distributing mail.• Preparing logbooks.• Collating records and data relating to farming activities and ensuring documents are archived appropriately.• Support Managers with data entry and reporting as instructed.• Process and match invoices to orders and approve and enter data into ACCPAC accounting system for payment by Head Office.• Reconcile the farm's bank statement end of each month. <p>Harvest Period</p> <ul style="list-style-type: none">• Assist with entering processing, baling and product transfer details into the Hop Data Base.• Assist with documentation and preparation of logbooks related to HACCP and Quality systems, distribute to work areas, and collate post-harvest as instructed. <p>Payroll and HR Administration</p> <ul style="list-style-type: none">• Support management with entering payroll data into the payroll system.• Assist employees with payroll enquiries liaising with the Office Manager and Farm Manager as required.• Assist with seasonal casual employee recruitment such as screening, onboarding and communications.• Maintain accurate and confidential employee information and training records.• Under the direction of management assist with the administration of workers compensation claims and employees returning to work. <p>Safety & Quality</p> <ul style="list-style-type: none">• In the absence of the Office Manager, attend the Safety & Quality meetings and record minutes and distribute to employees.• Assist with the distribution and maintenance of records and forms, procedures, and job instructions.• Assist with ensuring Quality and Safety folders up to date with most recent document versions.• Order first aid equipment, monitor and replenish first aid kits in buildings and vehicles on the property as instructed.



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Skill Requirements

Essential

- Demonstrated Office Administration experience.
- Excellent written and oral communication.
- Good computer knowledge particularly with Microsoft Office applications.
- Ability to work with minimal supervision.

Desirable

- First Aid & CPR certificate.
- Drivers Licence.

Additional Requirements

- A high level of integrity & confidentiality.