

KIMBERLEY AGRICULTURAL INVESTMENT PTY LTD

POSITION DESCRIPTION – ADMINISTRATION OFFICER



KAI Mission Statement: To further develop industry in the Kimberley and beyond, through production of agriculture and processing
Values: Respect, Integrity & Personal Excellence

Position Title:	ADMINISTRATION OFFICER	Salary Level:		*HR Endorsed:	[HR use only]	Date:	[HR use only]
Unit:	BUSINESS ADMINISTRATION	Position No:		Reporting To:	BUSINESS ADMINISTRATION MANAGER		

**This position description has been reviewed and evaluated (HR Endorsed) and is an accurate description of the requirements of the position (HR Delegation Approval)*

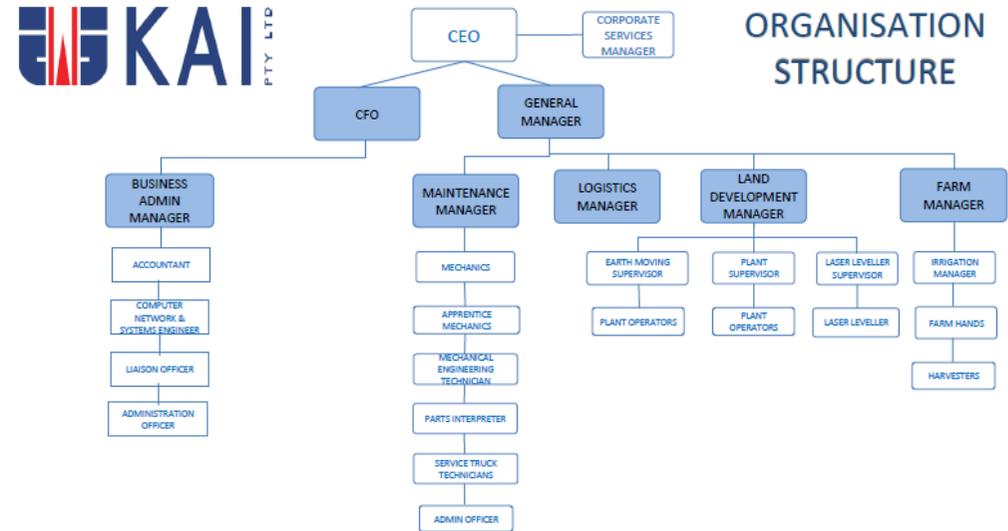
Role Statement: Under direction from the Business Administration Manager this position is responsible for maintaining day to day financial, accounting, administrative and personnel services to support East Kimberley Ord Stage II land development.

Context

Kimberley Agricultural Investment (KAI) is developing the East Kimberley Ord Stage II for irrigated agriculture.

The Business Administration Unit reports to the CFO of KAI. The Unit will work with other units and external resources to undertake the following responsibilities:

- Finance
- Accounting
- Human Resources
- ITC
- Marketing
- Asset Management



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ACCOUNTABILITIES	CAPABILITIES
<ol style="list-style-type: none"> 1. Be responsible for the proper and efficient functioning of the day to day operation of reception, in accordance with KAI standards, policies and procedures including receiving and managing enquiries via telephone, email, fax and in person 2. Assist Accountant with bookkeeping including: <ol style="list-style-type: none"> a. Enter sales and produce invoices b. Process financial transactions c. Credit Card Reconciliation 3. Liaise with education providers for training and work experience 4. Manage events including; Agricultural Show, Women’s Day and Kimberley Moon etc. 5. Process casual employee payroll 6. Provide administrative assistance to team members in implementing projects and activities 7. Schedule meetings, and prepare agendas and minutes 8. Maintain accurate and efficient information storage and filing systems 9. Monitor and maintain office supplies 10. Perform other duties as directed that fall within the scope of the position or the incumbent’s knowledge and skills base 11. Manage recruitment, including the following: <ol style="list-style-type: none"> a. Advertising b. Processing applications c. Inductions 	<ol style="list-style-type: none"> 1. Qualifications: <ol style="list-style-type: none"> a. Western Australian “C” Class Drivers Licence b. TAFE qualifications in business/office administration (or equivalent) 2. Skills Must demonstrate the following skills: <ol style="list-style-type: none"> a. Process Payroll, Purchase Orders and Creditors Invoices in Business Management System (e.g. MYOB, Quickbooks and EQUIP) b. Computer skills including the ability to operate, email, word processing and spreadsheet applications at a highly proficient level c. Effective written and oral communication skills d. Properly organise and manage working time to ensure efficient productivity e. Ability to work independently f. Decision making skills g. Familiar with the use of Social Media applications 3. Optimising Resources: Work efficiently and effectively as possible to aim towards limited resource wastage. 4. Working in Teams: Contribute to a highly productive team environment in which people are working together to achieve a common goal, that capitalises on diverse working styles, skills and knowledge for the benefit of the unit and the organisation. 5. Communication skills: The ability to organise and present information, views and concepts in a concise, and understandable way for a variety of audiences. 6. Relationship Building: Building, maintaining and strengthening professional relationships with others at work and in the wider organisation community. Continuing these relationships despite personal disagreements if differences in opinions and using these relationships and networks to maintain the organisations culture of creativity and enterprise.