



POSITION DESCRIPTION

TITLE ADMINISTRATION MANAGER

LOCATION KATANNING, WESTERN AUSTRALIA

REPORTS TO PLANT MANAGER

Primary Objective	Administration of the Katanning plant financial requirements as directed by the Perth office. Supervision of office staff in conjunction with the individual position requirements.
Qualifications & Experience – Mandatory	<ul style="list-style-type: none">• Office Administration, payroll and accounting experience.• Excellent communications skills both verbal and written.• Computer literacy.
Qualifications & Experience - Preferred	<ul style="list-style-type: none">• 4 years Meat Industry experience• 2 years experience in a management position

Duties and Responsibilities

- Focal point between Perth office and plant for accounting and administration matters
- Administer office staff (including training), and daily accounting requirements, payroll, livestock, general clerical.
- By-Products movements, production, and local sales
- Maintain R&M expenses via processing of invoices.
- Assistance to Plant Manager for documentation, financial requirements as required.
- Domestic and International recruitment administration.
- Workers Compensation administration and co-ordination.

Fortnightly

- Collate and liaise with Perth office for staff salary requirements.

Duties and Responsibilities cont'd

Weekly

- Compile energy usage and values via meter readings.
- Compile store stock movements in conjunction with Store supervisor.
- Compile profit and loss estimate. Provide to Manager.
- Compile performance report (supervisory management report) to Plant Manager.
- Ensure eligible Government subsidies are applied for and received.
- Assist payroll officer as and when required.
- Draw plant cheques.
- Reimburse imprest account as required.
- Raise Debtor invoices for store sales.

Monthly

- Collate departmental stock on hand information.
- Compile monthly store issues journals.
- Submit EOM requirements to Perth office.
- Liaise with OHS Co-ordinator regarding Workers Compensation claimants and LTIs.
- Ensure petty cash and banking are completed to the EOM.

Annually

- Ensure all plant personnel are ready for the annual stocktake as directed by Perth office. Forward stocktake information to Perth.
- Budget preparations and setting.

Other

- Such other duties as requested/directed by Plant Manager