

At T-Ports, we are proud of what we do.
 Our four pillars – INNOVATION + SAFETY + EFFICIENCY + INTEGRITY – give us focus and define our success.

POSITION TITLE:	Office Administrator (Lucky Bay Port Office)
INCUMBENT:	
REPORTING TO:	Terminal Manager / Maintenance Manager
DIRECT REPORTS:	Nil
APPROVED DATE:	January 2020

Position Overview

The Office Administrator will provide highly efficient, accurate and proactive administrative support to the Terminal Office staff to assist high functioning day to day operations.

Administration Accountabilities

- Undertake reception / customer service duties, always maintaining a positive and professional manner.
- Manage and oversee incoming and outgoing correspondence including phone calls, emails, accounts, and other documentation.
- Assist with stock inventory on MEX register, checking parts in/out of stores.
- Ordering of PPE stock through preferred suppliers as required and keeping accurate records of stock levels.
- Raising Purchase orders through Xero
- Receiving good
- Uploading receipts notes into xero
- Manage stationary levels and office amenities levels for the office.
- Maintain a clean and presentable Office, shed and stores. Ensuring rubbish bins are put out for collection weekly.
- Obtaining quotes and purchasing of supplies as requested by the Terminal and Maintenance Managers
- Purchasing stores for the vessels in line with the procedures.
- 1800 GROWERS HELPLINE
- Collection of freight, BST, MAIL, ROADHOUSE AND SUPPLIES
- Scanning and filing of documents for office staff, including contractor and staff permits, inductions etc. ensuring accurate record keeping.
- Provide advice on enhancing administration processes and technologies and assist with their implementation.

- Sourcing and securing quotes for goods and services on behalf of the Senior Management team.
- Provide quality and timely administrative support to Supervisors within the office
- Prepare agendas and minutes of various meetings convened or attended by the management team (or other agreed meetings).

All T-Ports employees

- Ensure compliance with all T-Ports Policies and Procedures.
- Continuously look for opportunities to reduce expenditure, increase efficiency and promote teamwork.
- Ensure site and office hygiene is maintained at a high level of professionalism and cleanliness.
- Represent the company in a professional, ethical and positive manner at all times, both with respect to communication and appearance.
- Assist in the coordination of workplace health and safety matters to comply with relevant legislation.
- Undertake all duties in accordance with relevant occupational health, safety and welfare requirements and in accordance with T-Ports Occupational Health, Safety and Welfare Policy and Procedures.
- All other duties as reasonably directed from time to time.

Competencies Required

- Strong operational workplace understanding.
- Quality orientation/attention to detail focus.
- Well-developed planning and organization /work management skills.
- Technical/professional knowledge specific to both accounts and administration.
- Sense of urgency towards timely completion of tasks in a professional manner.
- Strong written and verbal communication skills.
- High level computer literacy.
- Ability to work unsupervised and as part of a team.
- Customer service orientation; and
- Understanding of the grain industry and its dynamics.

Qualifications Required

- Diploma, Business Administration desirable.

Experience Required

- Extensive experience in office administration.
- Experience in the use of all aspects of payroll software and the Microsoft Office Suite, particularly Word and Excel.
- Experience in the preparation and management of systems and processes; and
- Customer database management.