The New Zealand Merino Company (NZM)

JOB DESCRIPTION

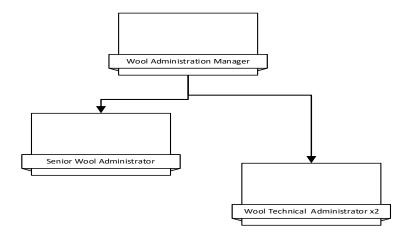|	
Job Title:	**Wool Technical Administrator**
Team:	ZQ on Farm
Responsible to:	Wool Administration Manager
Responsible for: (Total number of staff)	Direct reports: 0
Job Purpose:	**This job exists to**: • Provide contract sales management technical administration for sales, purchases and further processing. • Provide grower contract technical administration from creation through to acceptances. • Ensure that wool system data integrity is of the highest possible standard.
Date:	December 2021

Organisation Context

Key Relationships

External	Purpose of contact with this person/s
• Logistics providers	• Liaise regarding wool processing instructions and any variances.
• Wool test houses	• Liaise regarding wool testing requirements.
• Wool exporters	• Liaise regarding sales, purchases, EDI transmissions and exporter queries.
• Further processing service providers	• Liaise with service providers regarding batches for further processing.
• Growers	• Assist growers with queries, usually relating to wool in store or wool payments.

Internal	Purpose of contact with this person/s
• Wool Administration Manager	• Direct Manager relationship
• Wool Administration Team	• Co-ordination of all wool processing tasks.
• GM Commercial	• Coordinate contract processes for purchases and sale contracts – setup through to invoicing, finalising and reporting.
• Commercial Managers	• Liaison regarding grower contracts acceptances, invoicing, further processing, typing and issues with non-conforming lots.
• Wool Team	• Liaise regarding wool and grower queries and reporting as requested.
• Finance Team	• Liaise regarding FX deals, financial reporting, futures, and stock management.
• Transaction Certificate Team	• Liaise regarding quality control certification checks and associated issues.

Financial Responsibilities

Please see NZM Delegated Levels of Authority

Key Result Areas

The position of **Wool Technical Administrator** encompasses the following major functions or Key Result Areas:

❑ Contract Processing (50%)
❑ Systems Improvement and Technology Support (25%)
❑ Auction and Other Sale Processing (15%)
❑ General Administration (10%)

Jobholder is responsible for	Jobholder is successful when
1. Contract Administration • Contract wool sales administration – maintain batches, orders, and stock groups. • Contract wool sales administration – certification checks, invoicing & finalising. • Grower contract purchases – create grower contracts and lot records. • Grower contract acceptances – accept & price lots or rejecting to auction. • Update wool futures contracts. • Position reporting. • Batch wool for further processing. • Sale / Purchase contract documentation.	• Contract positions are efficiently managed, especially with major clients with multi deliveries and variable pricing, while ensuring position is within current NZM limits.
2. System Improvement and Technology Support • Identify opportunities for system and process improvements, with a fresh innovative approach. • Provide support to Area Managers regarding grower queries. • Compile regular and ad-hoc statistical reports.	• Wool Team have reporting that is relevant and up to date, to assist them in dealing with grower clients. • Wider NZM team have reporting that is up to date & relevant to the business. • Wool processes are continually reviewed and are relevant to the business.
3. Auction and Other Sales Processing (backup) • Learn all aspects to the sales management and auction process, to provide backup support as required, in particular for auction catalogue and processing. • Liaise with service providers e.g. test house, logistics providers, exporter, reoffer of passed wools & pre sales checks	• Auction and sales management processes are robust, accurate and timely.

4. Administration • Provide backup administrative support for Crossbred and Wool Xpress sales processing. • Provide backup support for storage invoice processing. • Checking and approving creditor invoices for wool services.	• Crossbred and Wool Xpress sales processes are robust, accurate and timely. • Storage invoicing is accurate and timely. • Creditor invoices are approved for payment or followed up with supplier to ascertain if correct.
5. Other Duties, Health Safety & Wellbeing and NZM Policies • Duties are not limited to those specified, so further tasks may be assigned on a project or ongoing basis. • Ensure that all Health, Safety & Wellbeing requirements as outlined in the Health, Safety & Wellbeing policy are complied with. • Ensure all NZM policies are complied with.	• A proactive flexible approach is undertaken to achieve NZMs business objectives. • Awareness of Health and Safety requirements and procedures. • Awareness and compliance with all NZM policies.

Note
The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance development process.

Work Complexity

Most challenging duties typically undertaken or most complex problems solved:

- Understanding the Talman wool system and its complexity with regards to the NZM business model.
- Understanding the complexity of the NZM contracting system.
- Flexibility required due to the evolving nature of the NZM business model.
- Preparation of contract purchase and sale templates to the high level required to satisfy the legal document requirements.
- Understanding wool terms eg clean vs greasy wool, wool breeds and types.

Person Specification

Qualifications (or equivalent level of learning) -

Essential	Desirable
	• Diploma in Wool Technology • Diploma in Agriculture

Knowledge / Experience

Essential	Desirable
• 3+ years' experience in a senior administration role. • Experience operating within a dynamic fast paced environment • Computer / IT Literate, particularly MS Excel	• Experience in a wool administration role. • Wool industry knowledge. • Working knowledge of Talman and / or other wool related systems.

Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	• Attention to detail • Self-Starter • Analytical • Time management • Initiative • Team Player
Competent level	• Problem solving • Curious about systems and processes • Computer literacy • Excellent Interpersonal Skills
Awareness	• Commodity prices and markets • Understand exchange rates and currency conversions

Change to job description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as required.

Approved by

Employee Name _____

Job Title _____

Signature _____ *Date* _____

Approved by

Name _____

Job Title _____

Signature _____ *Date* _____