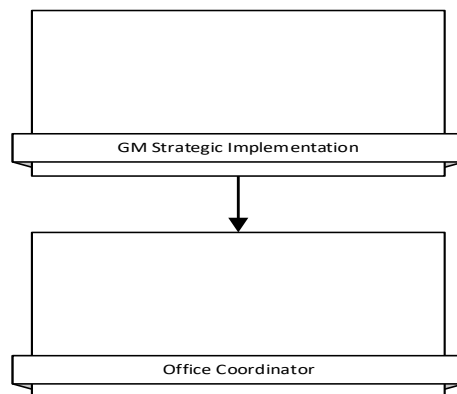


**The New Zealand Merino Company Limited
(NZM)**

JOB DESCRIPTION

Job Title:	Office Coordinator
Department:	Business Services
Responsible to:	GM Strategic Implementation
Responsible for: (Total number of staff)	0
Job Purpose:	This job exists to: <ul style="list-style-type: none">▪ create a professional, warm and welcoming impression for visitors as well as callers (reflecting the NZM experience).▪ ensure the overall professionalism of the NZM office is maintained.
Date:	October 2022

Organisation Context



Key Relationships

<p>External</p> <ul style="list-style-type: none"> ▪ Visitors and phone calls to NZM ▪ Suppliers; stationary, grocery online ▪ Travel agents ▪ Brand Partners 	<p>Purpose of contact with this person/s</p> <ul style="list-style-type: none"> ▪ Ensure visitors to the NZM Office feel the NZM experience, i.e. welcome, friendly, their needs met ▪ Manage supplier relationships and ensure sufficient supplies are maintained ▪ Liaise regarding travel bookings ▪ General support ▪ Staff clothing and uniform purchases
<p>Internal</p> <ul style="list-style-type: none"> ▪ GM Strategic Implementation ▪ NZM Team 	<p>Purpose of contact with this person/s</p> <ul style="list-style-type: none"> ▪ Manager relationship ▪ Provide assistance and support to the NZM Team as required

Financial Responsibilities

See the NZM delegated levels of authority

Key Result Areas

The position of **Office Coordinator** encompasses the following major functions or Key Result Areas:

- ❑ Office Administration (50%)
- ❑ Reception (30%)
- ❑ Team Support (20%)

Key Result Area	Jobholder is successful when
<p>1. Office Administration</p> <ul style="list-style-type: none"> • Mail distribution • Organise couriers • Administration of staff indicator board, car parks, vehicles, and Cromwell office • Ordering office stationery, kitchen orders and general supplies • Brand partner purchases, for both team members and as uniforms • Coordinate the maintenance of office equipment • Arrange catering • Manage the alarm and security • Ensure office and kitchen tidiness • Assist with coordinating employee functions / events / team days • Organise and coordinate the travel bookings for team members and brand partners as required • Code office related invoices • Other administrative duties as required 	<ul style="list-style-type: none"> • NZM office is tidy and organised • NZM office / staff requisites are readily available • Travel arrangements are accurate • External supplier relationships are maintained • Processes are consistently evaluated to ensure they are efficient and effective
<p>2. Reception</p> <ul style="list-style-type: none"> • Welcome guests to NZM ensuring a positive experience • Answer telephone calls and assist callers • Provide guests with refreshments, including making coffee and tea • Assist with lunches or refreshments for NZM functions as required • Manage meeting room availability and schedule of guests 	<ul style="list-style-type: none"> • Visitors feel the NZM experience • Calls are answered in a timely, friendly and knowledgeable manner
<p>3. Administration and Team Support</p> <ul style="list-style-type: none"> • Assist the NZM teams with administration and projects as required • Coordinate offsite meetings and events • Support the GM Strategic Implementation with administrative tasks • Assist with the packing and shipping of Glerups (when additional support is required) 	<ul style="list-style-type: none"> • Feedback from NZM team is favourable regarding input into projects
<p>4. Other Duties, Health & Safety and NZM Policies</p> <ul style="list-style-type: none"> • Duties are not limited to those specified, so further tasks may be assigned on a project or ongoing basis • Ensure that all Health and Safety requirements as outlined in the Health and Safety policy are complied with. • Ensure all NZM policies are complied with 	<ul style="list-style-type: none"> • 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:

- Managing multiple tasks in a face-paced environment
- Ensuring the seamless running of the office

Person Specification

This section is designed to capture the expertise required for the role at the 100% fully effective level (this does not necessarily reflect what the current jobholder has). This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications (or equivalent level of learning)

Essential	Desirable
	<ul style="list-style-type: none">▪ Tertiary qualification in Office Administration

Knowledge / Experience

Essential	Desirable
<ul style="list-style-type: none">▪ Experience in reception / office administration role▪ Customer service experience▪ MS Office	<ul style="list-style-type: none">▪ IT support experience▪ Barista

Key Skills / Attributes / Job Specific Competencies

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

Expert level	<ul style="list-style-type: none">• Interpersonal skills• Organisational ability• Proactive• Flexible• Attention to detail• "Can do" attitude• Excellent self-organisation skills• Communication skills
Competent level	<ul style="list-style-type: none">• Computer literacy
Awareness	<ul style="list-style-type: none">• Farming or wool industry awareness

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 part of the preparation for performance planning for the annual performance cycle or as required.

Approved by

Employee Name

Job Title

Signature

Date

Approved by

Name

Job Title

Signature

Date
