

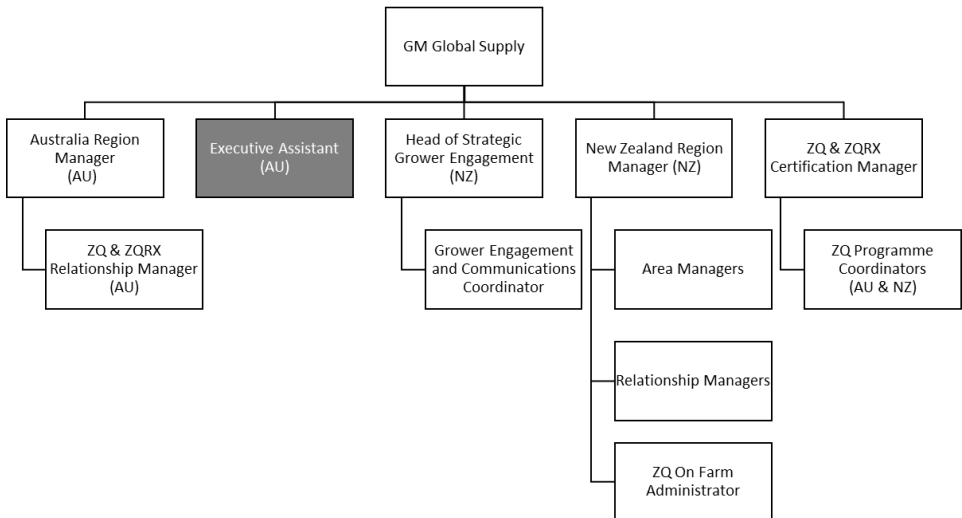


The New Zealand Merino Company (NZM)

JOB DESCRIPTION

Job Title:	Executive Assistant
Team:	ZQ On Farm
Responsible To:	GM Global Supply
Responsible For: (Total number of staff)	0
Location:	Geelong, Victoria
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> ▪ provide professional executive support and assistance to the GM Global Supply ▪ ensure the overall professionalism of the Geelong NZM office is maintained. ▪ support the successful delivery of projects and events.
Date:	August 2023

Organisation Context



Key Relationships

<p>External</p> <ul style="list-style-type: none"> ▪ GM Global Supply key external relationships 	<p>Purpose of contact with this person/s</p> <ul style="list-style-type: none"> ▪ Facilitating and ensuring that the GM Global Supply is in regular communication with external stakeholders (brands and growers) and meeting their needs as necessary. ▪ Provide organisation and support to the GM Global Supply regarding their involvement in external commitments and communications.
<p>Internal</p> <ul style="list-style-type: none"> ▪ GM Global Supply ▪ Head of Strategic Grower Engagement ▪ ZQ on Farm team ▪ Wool Admin team ▪ NZM team 	<p>Purpose of contact with this person/s</p> <ul style="list-style-type: none"> ▪ Direct Manager ▪ Australia Grower engagement events and communication ▪ Provide administration and coordination support ▪ Assistance with Australian grower contracts ▪ Provide assistance and support to the NZM Team as required

Financial Responsibilities

See NZM Delegated Levels of Authority

Key Result Areas

The position of **Executive Assistant** encompasses the following major functions or Key Result Areas:

- ❑ Executive Assistance (55%)
- ❑ Office Experience and Administration (25%)
- ❑ Grower Administration, Coordination and Communication (15%)
- ❑ Project Support (5%)

Jobholder is responsible for	Jobholder is successful when
<p>1. Executive Assistance</p> <ul style="list-style-type: none"> • Manage the schedule, communications, and NZM administrative workload of the GM Global Supply • Monitoring and screening diary requests and telephone calls, redirecting as appropriate • Arranging meetings, appointments, events and other activities as required. • Assisting with the timeliness, presentation quality and follow up of communications with external stakeholders. • Work cooperatively with the GM Global Supply to ensure the achievement of team objectives. • Provide organisation and support to the GM Global Supply regarding their involvement in external commitments and communications. • Coordinate travel and logistics planning. • Connect with and support the ZQ on Farm team 	<ul style="list-style-type: none"> • Proactively working with the GM Global Supply to ensure business goals are achieved. • Positive relationships with the GM Global Supply's key stakeholders (brands and grower community). • Business needs are predicted, and proactively actioned.
<p>2. Office Experience & Administration</p> <ul style="list-style-type: none"> • Welcome guests to the office ensuring a positive experience • Mail distribution • Organise couriers • Ordering office stationery, kitchen orders and general supplies • Coordinate the maintenance of office equipment • 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"> • Visitors feel the NZM experience • Geelong office is tidy and organised • Geelong 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>3. Grower Administration, Coordination and Communication</p> <ul style="list-style-type: none"> • Assist with grower audit administration and coordinator • Assist in the preparation of community news for Australian grower community • Provide assistance in preparation and during Australian auctions • Assist in coordinating grower events and industry get together as and when required. • Provide support for communication to Australian growers as an when required 	<ul style="list-style-type: none"> • Australian growers feel well supported. • Grower communications adapted to ensure suitability and maximise engagement for Australia growers. • Internal NZM team administrative and coordination needs are supported when visiting Australia.

Jobholder is responsible for	Jobholder is successful when
4. Project Support <ul style="list-style-type: none"> Assist with the organising and at time leading internal and external projects and events. Liaise and coordinate with internal resources as required. 	<ul style="list-style-type: none"> NZM events reflect positively on the company and brand. Exceptional experience had by attendees and stakeholders, including positive feedback. Key milestones are met within agreed timeframe.
3. Other Duties, Health & Safety and NZM Policies <ul style="list-style-type: none"> Back-up reception duties as required. 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:

- Being one step ahead of and keeping up to date with the needs of the GM Global Supply
- Managing multiple tasks often with tight deadlines.
- Working independently over extended period of time.
- Understanding the NZM and wool industry language and systems

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"> Degree in Marketing or Business

Knowledge / Experience

Essential	Desirable
<ul style="list-style-type: none"> ▪ 3+ years in a similar role ▪ Computer savvy in MS suite and research techniques 	<ul style="list-style-type: none"> ▪ Primary Industry knowledge ▪ Event management or coordination experience

Key Skills / Attributes / Job Specific Competencies

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

Advanced Level	<ul style="list-style-type: none"> • Confidentiality • Professionalism • Interpersonal ability • Initiative and proactivity • Tenacity • Communication skills, both written and oral • Time management • Attention to detail • Integrity • Planning and organisation skills • Proactive / self-starter / independent work
Competent level	<ul style="list-style-type: none"> • Strong team player • Computer savvy • Ability to establish credibility • Relationship building • Empathy • Flexible

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

Managers Name _____

Job Title _____

Signature _____

Date _____