

SCHEDULE ONE - JOB DESCRIPTION

POSITION TITLE: Receptionist / Administrator

REPORTING TO: Plant Manager

REGION / AREA: AFFCO Rangiuru

Nature and Scope:

The Reception / Administrator role is responsible for the coordination of the reception whilst providing administrative support across the plant. The Receptionist / Administrator is the first point of contact for all visitors, contractors, and callers, ensuring a professional and efficient service while supporting the wider business to meet operational and compliance requirements.

Key Results Areas and Performance Indicators

Reception and Frontline Services

- Answers all incoming calls promptly and professionally
- Screens and directs calls appropriately
- Greets and inducts visitors
- Maintains reception area cleanliness
- Coordinates meeting rooms and catering

Contractor & Site Access Compliance

- Ensures all Contractors and Transport Drivers are inducted prior to site access
- Confirms contractor management approval before entry
- Maintains accurate visitor and contractor records

Administration & Office Support

- Provides administrative support across departments
- Completes data entry and reporting accurately
- Supports accounts payable and purchase orders
- Maintains directories and records

Mail, Courier & Office Coordination

- Manages mail and courier services
- Maintains stationery and supplies

Facilities & Staff Amenities

- Maintains clean and tidy lunchroom and kitchen areas
- Replenishes tea, coffee, milk and consumables

Planning and Organisation

- Prioritises and manages workload
- Anticipates needs and plans ahead

Achieving Results

- Takes ownership of tasks
- Maintains quality and accuracy

Communication and Relationship Management

- Communicates professionally
- Builds relationships across teams

Health & Safety

- Complies with health and safety policies

Technical Skills

- Microsoft Office Suite

Key Attributes

- Strong organisational skills
- Professional and adaptable

The job description above sets out tasks and responsibilities to be undertaken at the time this agreement is entered into however the Employee acknowledges that depending on business needs and the Employee's capabilities, as determined by the Employer, the Employee's tasks and responsibilities may be changed by the Employer from time to time and the Employee agrees to carry out any tasks so assigned that are within the Employee's capabilities.