



WILLINGA PARK

JOB DESCRIPTION

POSITION: Office Administrator
REPORTS TO: Property Manager – Willinga Park
JOB DESCRIPTION UPDATED: September 2018

MAIN DUTIES:

The Office Administrator will provide professional and efficient administration support to the management team of Willinga Park. This includes ensuring the day to day office tasks are completed efficiently, effectively and positively and work closely with management and the broader team including external clients, visitors and contractors.

1. Office Management - including but not limited to diary management, filing, data entry, answering telephone and email enquiries, coordinating maintenance and servicing of office, property and plant equipment and machinery, ordering stationary, coordinating visitors to Willinga Park;
2. Provide the Executive Chairman with efficient, accurate and timely correspondence through verbal and written dictation, including drafting of correspondence and liaison with relevant stakeholders as directed
3. Provide the management team consisting of the Chairman, General Manager Infrastructure and Grounds, Events Managers and Manager of Equine Performance with administration support including verbal and written correspondence, liaison with relevant stakeholders, suppliers and contractors as directed;
4. Provide assistance with Manager of Equine Performance in relation to the management of data and statistics regarding Willinga Park horses and livestock, including any schedules in place regarding horse education and training, embryo transplanting, servicing and health;
5. Work Health and Safety Management (including but not limited to the maintenance of all safety records, reporting all incidents and near misses, liaison with Canberra Airport Payroll Officer and Manager – Human Resources in regard to staff incidents, monitoring of staff injuries in conjunction with Canberra Airport stakeholders,



WILLINGA PARK

- keeping up to date with all current WHS Legislation, ensuring staff have all PPE required to carry out their duties.
6. Processing of invoices relating the expenses for Willinga Park, this includes ensuring that stock has been delivered and accounted for correctly, liaising with other members of staff to confirm correct charges and stock have been received. Coding of invoices, scanning and remitting to Willinga Park accounts in Canberra at least twice a week;
 7. The Office Administrator must have a flexible approach and have exceptional organisational and time management skills to be able to successfully manage multiple operational requirements of the position including being available to work weekends for events;
 8. General administration duties and any other adhoc duties as requested from Executive Chairman, Manager of Equine Performance, General Manager – Garden and Infrastructure and Events Managers.



WILLINGA PARK

POSITION ATTRIBUTES:

The Office Administrator, Willinga Park will need to have the following core attributes;

Excellent Written and Oral Communication Skills

The Office Administrator - Willinga Park will be communicating with the public, high profile clients and contractors whilst also building strong relationships across the Willinga Park business. These relationships include both internal and external stakeholders of Willinga Park.

Team Player

The Office Administrator - Willinga Park will demonstrate team work skills within the Equine and Agricultural Team, Grounds and Infrastructure and across the Willinga Park property. This includes no politics by showing equal respect to your colleagues and team members at all times. As the Office Administrator, Willinga Park can have daily interaction with the public and other Willinga Park teams, will need to develop and foster positive internal and external relationships to manage ad-hoc duties and task as directed by the Willinga Park Executive Chairman and management team.

Delivery of Service

The Office Administrator - Willinga Park must ensure the delivery of service to the public, sub-contractors; and clients are attended to in an efficient, timely and professional manner. This involves the constant feedback on progress to the internal and external stakeholders to ensure the delivery of service is of a high standard.

Presentation and Image

The Office Administrator - Willinga Park must be professionally presented in the supplied Willinga Park uniform and have a clear understanding that they are representing Willinga Park with a professional manner at all times.

Willinga Park Values

The Office Administrator - Willinga Park will positively follow the Willinga Park values to ensure the culture is maintained as a family owned positive, professional business. These values are used as part of the performance review process where behaviour and performance of tasks are reviewed and assessed on an annual basis.

Self-Starter

The role requires a level of autonomy in that the Office Administrator - Willinga Park provides support to Executive Chairman and Management team and will not have to require ongoing direction. That is, Office Administrator - Willinga Park will understand the position



WILLINGA PARK

and create opportunities to better the role with fresh ideas and innovative ways of undertaking it.

Target Safety – Aim High

All Willinga Park workers have a duty to:

- take reasonable care for their own health and safety;
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- comply, so far as they are able, with any reasonable instruction that is given by Willinga Park to allow it to comply with its work, health and safety obligations;
- co-operate with any reasonable policy or procedure of Willinga Park relating to work health and safety.
- follow all Safe Working Procedures and Safe Work Method Statements relevant to their role.

The Office Administrator - Administration must have a can-do attitude, willing to assist all staff with any related queries and have a positive attitude. The Office Administrator – Willinga Park must be proficient in Microsoft Office software, including Word, Excel and Outlook.

Employee Name: _____ Signature: _____ Date: _____

Manager Name: _____ Signature: _____ Date: _____