



Position Description

Executive Assistant/ Office Administrator

Reports to	General Manager WP
Purpose	This position is accountable to the General Manager – Jubilee site, for the provision of a high standard of administrative and general support, and effective front office coordination. Acting as the conduit between the General Manager and internal and external stakeholders. This position in the absence of the General Manager, works with the Production Manager, to ensure that operation runs smoothly.

Position Outline

Key Responsibilities

- Acting as an initial contact for the General Manager (GM) via telephone or personal attendance
- Coordination of diary including organizing meetings and appointments
- Prioritising and organizing daily activities to ensure any deadlines are met
- Drafting and distributing of site and external correspondence including minute taking
- Access to highly commercially sensitive documents for preparation ahead of distribution to Site lead team or meetings
- Maintain the highest level of discretion and confidentiality while supporting the overall coordination of corporate governance and providing executive support.
- Internal/external stakeholder engagement, including third party liaison on GM behalf as required
- Operational organisation of front office to ensure smooth and effective operation on day-to-day basis
- Booking travel and accommodation as required
- Completion of month-to-month processing for cash sales ex site
- Be a wellbeing champion on our *Home Safe and Well* journey, by providing leadership, ownership, and support.

Other responsibilities include:

- Demonstrate commitment to the promotion of OFO's organisational values and ensure all tasks are completed consistently with the values
- Demonstrate personal commitment to a culture and environment that values individual and team performance and continuous improvement.

	<ul style="list-style-type: none"> • Demonstrate commitment to the effective management of workplace health, safety and welfare and injury management at all times. • Protect the health and welfare of all persons in the workplace. • Ensure that all activities comply with relevant Acts, legal requirements, and ethical standards. • Meet environmental, safety and social responsibilities by seeking to improve business processes and practices. • Find efficiencies, limit waste, prevent pollution, eliminate or control hazards, and manage risks. • Capture and maintain official records.
Key Skills/Requirements <i>(knowledge, experience, qualifications, specialist/technical skills)</i>	<p>Essential</p> <ul style="list-style-type: none"> • Hold an appropriate tertiary qualification or have extensive relevant experience in business administration/operations • Previous experience in a senior administrative role • Microsoft office suite proficiency • Organisational skills and ability to multitask • Communication skills – verbal and written • Discretion and trustworthiness • Attention to detail • Current drivers licence <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of timber sawmilling industry or forestry
Competencies	<p>Incumbent is expected to display an intermediate/adept level of OFO's core competencies in performing the work and daily basis.</p> <ul style="list-style-type: none"> • Leadership • Health and Safety • Adaptability and Growth Potential
Flexibility <i>(location/travel/time)</i>	<ul style="list-style-type: none"> • Out of hours contact and work as required.
Relationships/ Interactions	
Internal	<ul style="list-style-type: none"> • Production Manager and Site Management Team • Employees (waged) • Peers • Executive Leadership Team • GT Forests Team
External	<ul style="list-style-type: none"> • Suppliers • Contractors • Local Government Departments • Community Members • First point of contact for site