

Role Profile

Job Title: Site Administrator
Department: Administration
Reports To: General Manager
Ref: Ref-282 V1 – 07 Nov 2023

Role Overview

Provide administrative support services to the General Manager and the Farm and Packhouse Management team.

Main Duties

- Prepare payroll data on a weekly basis
- Manage employee queries relating to payroll
- Check references and prepare new starter paperwork
- Manage employee HR and training files
- Ensure TMS is kept up to date at all times with regards to employee information and training records
- Translate at meetings and take notes, when required
- Ensuring energy and environmental data entries are correctly inputted into appropriate reports
- Assisting managers in employee related issues such as inviting employees to meetings and note taking
- Complete stock takes and order consumables, stationary and PPE
- Raise orders on PR3, track orders and goods receipt on arrival
- Assist in the preparation for site audits and participate in the audits when necessary
- Any other associated duties

This is not an exhaustive list and is subject to change and amendment.

Competencies to perform the role

- Strong organisational and administrative skills
- Excellent communication skills
- Highly motivated, flexible and like to ensure all tasks are complete
- Excellent attention to detail
- Excellent interpersonal skills
- You will be an energetic, enthusiastic team player who has the ability to work on your own initiative when required

Experience and Qualifications

- Have a good working knowledge of Microsoft office, in particular excel
- Have a high level of English both written and verbal
- Have a high level of Russian and/or Ukrainian both written and verbal

Performing the role in line with the Monaghan Cultural Values:

1. We do the right thing: We use this philosophy to drive every aspect of our business, from product, to process to people.
2. Forward Thinking: We think ahead and we think for the long term.

3. Down to Earth: We understand the importance of communicating our discoveries in a straightforward way.
4. Inspiring: We seek out new ways to excite and inspire each other.
5. Egalitarian: We have always been grounded in the belief that everyone is equal. That everyone deserves an equal chance to speak, be heard and make an impact.