VERIFIED LAB SERVICES
results you can trust

Seasonal Administration Assistant

DEPARTMENT	Verified Lab Services – Post Harvest
LOCATION	Te Puke, Kerikeri, Opotiki
REPORTS TO	Employment Officer, Operations Manager

ABOUT THE ROLE

You will provide administrative and recruitment support to ensure the smooth operation of the laboratory and business. Responsibilities include reception duties, records and document management, coordinating recruitment, onboarding and offboarding processes, and supporting accurate employee attendance and payroll information.

You will work closely with the Employment Officer and Operations Managers, providing timely updates on candidate status and progress. The role requires strong organisational skills, attention to detail, confidentiality and the ability to manage competing priorities while completing tasks accurately and within required timeframes.

KEY RESPONSIBILITIES

- Professionally greet visitors and direct them to the appropriate person or department.
- Maintain accurate electronic and paper-based records, filing systems and documentation.
- Monitor and manage office and laboratory supplies.
- Maintain confidentiality and handle sensitive business and employee information appropriately.
- Prioritise competing tasks and ensure work is completed accurately and within required timeframes.
- Provide administrative support to other team members and departments during periods of increased workload.
- Ensure recruitment, onboarding and offboarding activities follow company policies, employment procedures and applicable legislation.
- Coordinate the collection of employment documentation, verify applicant details and ensure recruitment records are complete.
- Respond to applicant enquiries, coordinate interviews, communicate recruitment outcomes and maintain professional communication with candidates throughout the recruitment process.
- Ensure employee information is accurately entered into relevant systems and personnel records are maintained securely and confidentially.
- Coordinate employee departures, updating employment records, notifying relevant departments and arranging removal of system access where applicable.
- Work alongside the Employment Officer and assist in gathering and reviewing employee attendance, start & end times and shift breaks.
- Undertake other reasonable and lawful duties or delegated tasks as directed by the manager, where required to support the effective operation of the laboratory and the business.

HEALTH & SAFETY

- Actively promote and support a positive health and safety culture within the workplace by encouraging safe work practices, identifying and reporting hazards, raising health and safety concerns, and supporting compliance with company policies and procedures.
- All incidents, including near misses, are reported immediately.
- Undertake additional duties and responsibilities as reasonably required, including designated health, safety and emergency management responsibilities, such as acting as a Building Warden.

KEY MEASURABLES

- Assigned work, filing systems and documentation are completed accurately, meet expected standards, and are maintained within agreed timeframes.
- Candidates are onboarded efficiently within agreed timeframes.
- Employees are offboarded promptly and where applicable removed from all internal databases and systems.
- Employees hours are accurately recorded and verified to ensure employees are paid correctly and on time.

SKILLS, KNOWLEDGE & PERSONAL ATTRIBUTES

Technical and Industry Experience

- Accuracy and attention to detail.
- Excellent computer skills and the ability to use or learn phone and software apps.
- Good organisation and task management skills.
- Ability to work under pressure and within required timeframes.

Communication

- Strong written communication skills.
- Actively uses initiative and shares ideas and information.
- Respectfully participates in building a positive workplace culture.

Adaptability and Initiative

- Proven ability to adapt and deal effectively with changing priorities and requirements.
- Flexible working hours due to the seasonal nature of the business and open to changes depending on business demands.
- Dynamic and flexible in responding to the changing demands of the horticulture industry.
- Ability to work unsupervised and be self-motivated.
- Demonstrates initiative and ingenuity when identifying solutions and contributing ideas.

Professional Conduct

- Reliable and dependable.
- Ability to work effectively in a team environment.
- Works professionally and independently or as part of a team.
- Maintains professionalism when working under pressure and within required timeframes.
- Maintains company values and respectfully challenges the status quo.
- Demonstrates respect for colleagues and contributes to building a positive workplace culture.

This Position Description provides a general guide to the role and may be reviewed and updated from time to time to reflect changing business, technological, legislative or regulatory requirements. You are expected to undertake any reasonable and lawful duties, instructions or delegated tasks relevant to your role as directed by your manager or an authorised person.

SIGNED IN AGREEMENT

By signing this document, I have read and agree to the requirements of the role as outlined in the position description above.

_____ Date: _____ Date:

Signed in agreement by the employee | Signed on behalf of VLS