**Position Title:** **Administration Assistant**

**Entity:** MH Premium Farms (MHPF)

**Report To:** Financial Controller

**About Us**

MHPF is a private landholder of Australian agricultural assets. We operate 19 properties over 70,000 hectares in Eastern Australia, strategically located over several climatic regions. The portfolio is comprised of:

* Prime lambs, wool and cattle
* Broadacre cropping of cereals and oilseeds
* Irrigated cotton and sugar

**Our Philosophy**

MHPF’s aim is to be a market leading and sustainable producer of livestock and crop. We take a long-term view and continually look for opportunities to grow and improve the business.

**About this role**

The purpose of this role is to provide administrative support to the Executive and Management teams, maintain office presentation and oversee coordination of the IT support function.

**Key duties and responsibilities**

**Administration and Reception**

* Greet visitors in a warm and welcoming manner
* Answer and direct calls
* Manage office equipment
* Purchase office supplies and amenities – ensure office is well presented
* Collect, distribute and post mail
* Assist with event management and catering as required
* Ad hoc tasks as required by the executive team and management including preparation of reports

**Finance**

* Assist finance team with data entry
* Reconcile and maintain vehicle, electricity and telephone registers
* Provide support to the accounts payable team

**IT**

* Central point of contact for IT support queries and management of support tickets
* Maintain and update website and social media platforms
* Manage employee laptops and desktops – arranging replacements when due

**Key relationships and stakeholders**

* Private UK based shareholder
* MHPF area and farm managers
* MHPF executives, finance and admin team
* IT and other service providers

**Skills and Experience**

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* An enthusiastic, can-do personality with a team focus
* Neat and professional presentation
* IT savvy with great working knowledge of MS Office
* Strong written and verbal communication skills
* Attention to detail and ability to prioritise

**Other**

* Current driver’s license as travel may be required from time to time