



## *Bodeker Scientific Position Description*

<b>JOB TITLE:</b> Office Manager / Administrator	<b>LOCATION:</b> Alexandra
<b>REPORTS TO:</b> Managing Director - Dr. Greg Bodeker	<b>DATE:</b> May 2020

### 1. PURPOSE OF POSITION

Provide administration support for the Managing Director and the rest of the team. Manage all office procedures.

### 2. DIRECT REPORTS

- This position does not have any direct reports

### 3. KEY ACCOUNTABILITIES

#### 3.1 Assistance

Provide effective support to the Bodeker Scientific team.

##### Expected Results

- Good relationships maintained with all parties involved (both external and internal).
- Effective assistance provided to all members of the team, in particular to the Managing Director.
- Assistance with production and formatting of reports and proposals.

#### 3.2 Xero / Accounts / GST

Reconciliation and invoice production/dissemination. Production of GST returns.

##### Expected Results

- Reconciliations performed on a daily basis.
- Invoices raised accurately, on time and emailed out. Awareness of outstanding invoices and chasing up where appropriate.
- Using Xero, produce GST returns and then file with IRD.
- When required, run P&L reports and/or other reports for CFO to be able to complete quarterly financial reviews at team meetings.
- Good judgement, confidentiality and awareness of sensitive issues displayed.
- Good relationships maintained with all parties involved (external and internal).

#### 3.3 HR / Payroll

Ensure accurate records and contracts are made, kept and administered

##### Expected Results

- Employment contracts are written up accurately, signed and filed.
- Relevant IRD forms are completed by employees and filed.

- (c) Position Descriptions are produced for all employees.
- (d) Good judgement, confidentiality and awareness of sensitive issues displayed.
- (e) Administration of payroll via Thankyou Payroll (online system/company).

### **3.4 Health & Safety (H&S)**

Ensure Bodeker Scientific complies with legal requirements for company health and safety.

#### Expected Results

- (a) Write, maintain and implement a company H&S policy.
- (b) Complete an annual Hazard Review checklist.
- (c) Maintain hard and soft copies of the H&S manual.
- (d) Ensure all employees are aware of, and refer to, the H&S manual.
- (e) Ensure all new employees are inducted correctly by completing a Training Record and being shown through the H&S manual and Hazard register.
- (f) Keep up to date with current national legal requirements for H&S procedures and ensure Bodeker Scientific adheres to all requirements.

### **3.6 Functions and Other Events**

Assist with the organisation of functions, etc.

#### Expected Results

- (a) Assist with any organisation of functions when required.
- (b) Good relationships maintained with all parties involved (external and internal).

### **3.7 Website / Social Media**

Ensure everything online is up to date.

#### Expected Results

- (a) Ensure Bodeker Scientific website is always up to date (including 'Latest News' section).
- (b) Following Weekly staff meeting, update company Facebook and LinkedIn pages with appropriate information, e.g. Pick of the Week.
- (c) Tasks completed within agreed timeframe.
- (d) Tasks completed to a high standard with a high level of accuracy.

### **3.8 Systems and Office Procedures**

Ensure everything in Jira, Confluence, Tempo Budget and Endnote is up to date.

#### Expected Results

- (a) Ensure Confluence admin pages are kept up to date. With oversight from the Research Scientist ("CFO"), ensure planned and actual budgets are correctly entered into Tempo Budget.
- (b) Ensure copies of contracts and proposals are correctly uploaded to Confluence and saved on to T drive when appropriate.
- (c) Keep CFO's 'Project Allocations' spreadsheet up to date as required.
- (d) Ensure Endnote is kept up to date with papers as requested.
- (e) Responsible for upkeep of the office, e.g. stocks supplied, contract cleaners, etc.

### **3.9 Kentron**

Project Manager for Kentron.

#### Expected Results

- (a) Ensure Kentron Share Register is up to date on a monthly basis. Issue Conversion notes Certificates where appropriate.

- (b) Invoice Kentron from Bodeker Scientific on a regular basis for work performed on behalf of Kentron.

**3.10 Other / Personal Assistant duties**

To undertake other duties as determined by the Managing Director from time to time.

**4. AUTHORITIES**

**4.1 Expenses**

No authority for expenditure except office sundry.

**4.2 Staff**

No authority to appoint permanent or seasonal staff.

**4.3 Contractual**

No authority to enter into contractual arrangements on behalf of the company.

**4.4 Decisions**

Ability to make day-to-day decisions only in accordance with the key accountabilities of the position.

**5. RELATIONSHIPS**

INTERNAL	EXTERNAL
<ul style="list-style-type: none"> <li>■ All staff</li> </ul>	<ul style="list-style-type: none"> <li>■ Suppliers</li> <li>■ Clients</li> <li>■ Other agencies/organisations/scientists</li> </ul>

**6. PERSONAL QUALITIES, QUALIFICATIONS AND EXPERIENCE**

	ESSENTIAL	PREFERRED
Education / Qualifications		Formal typing/secretarial qualifications
Experience / Knowledge	5 years plus experience in a similar administration role	
Specific Skills	Able to maintain confidentiality Good communication skills Good inter-personal skills Computer literate Excellent communication and presentation skills High degree of accuracy	Experience with databases
Personal Attributes	Trustworthy Motivated Enthusiastic Highly organised Team Player	