Position Description: Specialist Administrator Seed
Reference: 11
Date: October 26

Specialist Administrator Seed

WHO WE ARE - KO WAI MĀTOU

We are Farmlands - Te Whenua Tāroa, a Co-operative owned by New Zealand Farmers and Growers, we have been around for 60+ years, supporting our rural communities, looking after our land and our people - we're Out Here Too. We're always backing Kiwis - rain or shine, year in, year out. We work as one – we help each other, we win together.

PURPOSE AND VISION – TE KAUPAPA ME TE MATAKITE

At Farmlands, our purpose is "To enable improved profitability and productivity for NZ farmers and growers", and our Vision is "To be the go-to for everyone connected to our land". Everything we do, every decision we make is with this in the forefront of our minds.

OUR VALUES – NGĀ UARATANGA

Our values of Be You, Minds Open, and See It Through help us to work as one - helping each other and winning together. We're rural people supporting our rural communities looking after our land and our people.

Be you - mōu ake	It takes all sorts to make an awesome team. Diversity, different perspectives and a fresh approach to problems make everyone in the team stronger. It's not who you are or what you look like, it's all about what you bring to the table that matters.
Minds open - hinengaro tākoha	We came from a generation of greatness. It gives us the solid foundation to move on, focus on the future and use our creativity and ingenuity to build Farmlands for the next generation.
See it through - whakamaua kia tīna	We're a team. United through our love of the land and the communities we serve. We back ourselves, each other, and get behind the decisions we make together.

POSITION PURPOSE – TE PŪTAKE O TE TŪRANGA

Reports to - Kaiwhakahāere: Site Operations Support Manager

Your Team – To tīma: Supply Chain

Direct reports - Kaimahi: No

The Specialist Administrator Seed is responsible for coordinating seed orders and stock, from purchase orders through to receipting and invoice processing. This includes liaising with seed vendors, field team members, shareholders and transport companies to ensure accurate records and timely supply. The position requires attention to detail, strong organisational skills, and the ability to work cross-functionally with internal and external stakeholders.

KEY ACCOUNTABILITY AREAS – NGĀ WĀHANGA MAHI

Safety and wellbeing - Haumarutanga

Actively contribute to a safety-first culture by:

- Keeping yourself and others safe, and participating in safety and wellbeing activities
- Speaking up if you see something that could injure yourself or others in the workplace
- Ensuring that all KPIs, policy and procedure requirements related to safety and wellbeing are completed on time and in full, every time

General – Whānuitanga

- Raising purchase orders linked to seed sales orders
- Liaising with seed vendors on ETAs and stock availability
- Responding to client account queries, seed information requests and orders, arranging contact with the relevant field staff where more knowledge is required
- Receipting all stock and ensuring inventory is accurately recorded in the Farmlands seed stock control system
- Completing all stock transfer procedures accurately
- Checking and passing stock and freight invoices for payment as requested
- Completing end-of-month procedures
- Working with Technical Field Sales (TFS), shareholders, seed companies and transport companies to maintain priorities and efficiencies
- Completing other seed store duties as required and instructed by the Site Operations Support Manager

Professional Development – Whakawhanaketanga

Continue to develop personally and professionally by:

- Maintaining regular contact with manager to discuss progress and performance, seek feedback and address development areas
- Engaging with Farmlands performance development process, recording progress and goals
- Being a positive supporter and leader of change initiatives
- Ensuring all training requirements are completed as required

These may change from time to time to meet operational or other requirements.

WHAT YOU'LL BRING - ĀU ĀPITITANGA KI TE TŪRANGA

Experience - Āu tautōhitotanga

- A passion for rural, farming, agricultural, horticultural or other related industry is desirable
- Experience in Microsoft D365 is desirable
- Previous experience in customer experience, service or sales
- Previous administration experience
- Experience providing regular, accurate information and reporting
- Experience in stock control, purchasing or invoice processing is desirable

Qualifications – Āu tohu mātauranga

- No formal qualifications required

Knowledge – Āu mōhiotanga

- Proficient computer skills, including Microsoft Office applications
- Knowledge of seed products and the seed supply chain is desirable
- Understanding of how seed orders, stock receipting and supplier invoicing fit together
- Numerical literacy

Skills – Āu pūkenga

- Effective time management skills
- Keen attention to detail and accuracy
- Excellent verbal and written communication skills
- Proficiency in Microsoft Office suite and core CRM system application
- Well-developed problem-solving skills, taking ownership or enquiries and seeing them through to resolution
- Ability to build collaborative working relationships with vendors, shareholders and field team members

Personal Attributes – Ōu āhuatanga

- Analytical, process orientated.
- High level of independence and initiative while working effectively as part of a team

- Ability to influence others and move toward a common vision or goal.
- Flexible and adaptable; able to work in ambiguous situations.
- An ability to remain calm in a deadline-driven environment.

Appendix:



The Four Leadership Behaviours

Create
Create Clarity

Understand the bigger picture – you understand our vision, strategy and plans. You know what's expected of you and how you should deliver this. And, if you don't know, you take steps to find out.

Have a plan – you establish a vision and course of action that's aligned to our strategy. You help others connect the dots between our vision and strategy and where they fit in achieving this. You can describe what success looks like and provide a sense of direction for others, even during times of ambiguity.

Clarify the 'why' – you make clear how activities and decisions benefit the customer and the co-operative. You provide further context where further buy-in or prioritisation is needed to help overcome resistance.

Connect
Build Connections

Forge connections – you have strong relationships with the people around you, your customers and communities. You look outside of your immediate team to create connections with the people and teams across the business who have an influence or impact on your work. You seek broader perspectives to generate insights and opportunities.

Create purpose and belonging – you create meaning for your team by uniting them around a common goal. You're authentic and prepared to be vulnerable. You promote diversity and allow others to express themselves and for all voices to be heard equally.

Take people with you – you inspire people through your energy, commitment to our business and enthusiasm for the future. You listen, seek feedback from a range of sources and involve others in your decision making, without compromising pace. You lead by example through consistency and demonstrating the Farmlands Leadership behaviours.

Deliver
Deliver Results

Create structure – you plan ahead and create the structures and work routines to get things done. You make use of the systems and technology available to you. You're agile and look to work in new ways.

Think and act like an owner – you take responsibility for your performance and delivering to a high standard. You tenaciously pursue the right outcomes and don't confuse activity with results. If you lead people, you set clear expectations for every team member.

Insights driven – you understand the commercial aspects of your role and make decisions based on data and insights. You draw from new sources of information to generate ideas, seeking to innovate, disrupt and change. You are focused on building a stronger organisation tomorrow than today.

Grow
Grow Self, Grow Others

Have a growth mindset – your resilience helps you embrace change, persist through challenges and learn from feedback. You are curious and have flexibility of thought and perspective. You know your strengths and opportunities, actively engage in self-development and take time to reflect and apply learnings.

Develop capability – you coach others to build capability and achieve their potential. You know your team, their aspirations and support them to learn, grow and take ownership of their development.

Get out of the way – you empower others by delegating and creating space for them to do their best work, trusting them to deliver and providing support where required. You make it safe for others to try new things and learn from mistakes.

Farmlands

Lead Self - how this shows up in everyday behaviour:

Create
Create Clarity

By understanding your role and how it contributes to the bigger picture you will make the right decisions.

Align with the bigger picture

- Work is directly aligned with our vision, strategy and plans.
- Know what's expected and how to deliver.

Have a plan

- Have a vision and course of action that's aligned to our strategy.
- Help others understand how they fit in.

Clarify the 'why'

- Understand and make it clear how activities and decisions benefit the customer and the co-operative.

Connect
Build Connections

You have strong relationships with your team and the people you work alongside to achieve success in your role.

Forge connections

- Create strong relationships with others.

Create purpose and belonging

- You and your team are united around a common goal.
- Promote diversity and allow others to express themselves.

Take people with you

- Inspire people through your energy, commitment and enthusiasm
- Consider information from a range of sources in decision making.

Deliver
Deliver Results

You deliver to the expectations of your role.

Create structure

- Plan and create structure to get things done.
- Be agile and look to work in new ways.

Enable performance

- Take responsibility for your performance and
- deliver to a high standard.

Think about the business

- Think and make decisions with a commercial lens.
- Seek new information focused on building a stronger Farmlands.

Grow
Grow Self, Grow Others

Being agile and resilient, listening and responding to feedback, and putting in the effort .

Apply a growth mindset

- Be agile, persist through challenges and learn from feedback.
- Actively engage in self-development and apply learnings.

Develop capability

- Coach others to build capability and achieve their potential.
- Know and support others to take ownership of their development.

Get out of the way

- Empower others by creating space for them to do their best work.
- Make it safe for others to try new things and learn from mistakes.

Farmlands

Lead Others – how this shows up in everyday behaviour:

Create

Create Clarity

By understanding your role and how it contributes to the bigger picture you will make the right decisions.

Align with the bigger picture
- Work is directly aligned with our vision, strategy and plans.
- Know what's expected and how to deliver.

Have a plan
- Have a vision and course of action that's aligned to our strategy.
- Help others understand how they fit in.

Clarify the 'why'
- Understand and make it clear how activities and decisions benefit the customer and the co-operative.

Connect

Forge Connections

You have strong relationships with your team and the people you work alongside to achieve success in your role.

Forge connections
- Create strong relationships with others.

Create purpose and belonging
- You and your team are united around a common goal.
- Promote diversity and allow others to express themselves.

Take people with you
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Think about the business
- Think and make decisions with a commercial lens.
- Seek new information focused on building a stronger Farmlands.

Grow

Grow Self, Grow Others

Being agile and resilient, listening and responding to feedback, and putting in the effort .

Apply a growth mindset
- Be agile, persist through challenges and learn from feedback.
- Actively engage in self-development and apply learnings.

Develop capability
- Coach others to build capability and achieve their potential.
- Know and support others to take ownership of their development.

Get out of the way
- Empower others by creating space for them to do their best work.
- Make it safe for others to try new things and learn from mistakes.

Farmlands

Lead Leaders – how this shows up in everyday behaviour:

Create

Create Clarity

Your role is to operationalise the strategy which means you and your team need to understand it and how to achieve it

Understand the bigger picture
- Understand our vision, strategy and plans.
- Know what's expected of you and how you should deliver this.

Have a plan
- Establish a vision and course of action that's aligned to our strategy.
- Help others understand their contribution to our vision and strategy.

Clarify the 'why'
- Make it clear how activities and decisions benefit the customer and the co-operative.
- Provide further context where required to overcome resistance.

Connect

Forge Connections

This is about the relationships you create with your team and the teams you work closely with.

Forge connections
- Create strong relationships with your team and others who have an influence on your work.

Create purpose and belonging
- Create meaning for your team by uniting them around a common goal.
- Authentic and promote diversity.

Take people with you
- Inspire others through your energy, commitment and enthusiasm.
- Lead by example through consistency and demonstrating the Farmlands Leadership behaviours.

Deliver

Deliver Results

This is about achieving results through others.

Create structure
- Plan and create structure to get things done.
- Agile and look to work and lead your team in new ways.

Think and act like an owner
- Take responsibility for your performance and delivering to a high standard
- Set clear expectations for every team member and hold them to account.

Insights driven
- Make decisions with a commercial lens and seek new information to generate ideas.
- Innovate, disrupt and challenge the norm.
- Focus on building a stronger Farmlands.

Grow

Grow Self, Grow Others

Growth is how we make ourselves, our teams and our co-operative better.

Have a growth mindset
- Embrace the new and lead with agility.
- Actively engage in self-development and apply learnings.

Develop capability
- Coach others to build capability and achieve their potential.
- Know your team and support and empower them to learn, grow and develop.

Get out of the way
- Empower others by delegating and creating space for them to do their best work.
- Make it safe for others to try new things and learn from mistakes.

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