

Brand and Marketing Administrator - 12 month contract

Mātanga Auahatanga Pāhake

WHO WE ARE - KO WAI MĀTOU

At Farmlands - Te Whenua Tāroa, our vision is to be the 'go-to' for everyone connected to our land. We're always backing Kiwi's – rain or shine, year in, year out. We work as one – we help each other, we win together. We're rural people supporting our rural communities looking after our land and our people.

OUR VALUES – NGĀ UARATANGA

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: Head of Marketing

Your Team – To tīma: Marketing & Communications

Direct reports - Kaimahi: No

The Brand and Marketing Administrator role will support the brand and marketing teams across a range of administration requirements including financial recoveries, purchase orders, and the coordination of various business processes to ensure we can work efficiently and effectively.

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 KPI's, policy and procedure requirements related to safety and wellbeing are completed on time and in full, every time

General – Whānuitanga

- Coordinate with the cross-functional team to support with monthly financial recoveries.
- Manage purchase order requests across the brand and marketing team.
- Manage day-to-day queries and administration tasks to support the whole team from campaigns to events to communications to nutrition.
- Be curious, ask questions, seek inspiration from wide and far, learning from mistakes
- Assist the wider marketing team as required, including 'ad-hoc' duties from time to time.

Professional**Development -****Whakawhanaketanga**

Continue to develop personally and professionally by:

- Maintaining regular contact with your manager to discuss progress and performance.
- Proactively seeking feedback to identify and address development areas.
- 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 –

- A minimum of 12 months' work experience ideally in marketing or sales administration

Āu tautōhitotanga**Qualifications –****Āu tohu mātauranga****Knowledge –**

- Current full Driver's License.

Āu mōhiotanga

- Working knowledge of the Microsoft suite, demonstratable experience in learning new business systems

Skills –**Āu pūkenga**

- Sound judgement and outstanding organizational and administration skills
- Excellent written and communication skills
- Ability to work under pressure, with tight turnarounds

- Ability to collaborate with teammates and back good work

Personal Attributes –**Ōu āhuatanga**

- Team player with the ability to work closely and collaboratively with a range of stakeholders
- Embraces feedback
- Portrays a professional image to customers (internal and external) and actively supports Farmlands initiatives.
- Consultative and flexible in approach
- Maintains a high standard of ethical practice; reliable and trustworthy.