

**MOSES & SON**

A.B.N 24 000 899 847

Woolbrokers since 1920

1-3 Ironbark Street Temora

PO Box 85 Temora, NSW 2666

Phone: 02 6977 3100

Fax 02 6978 0008

E-mail: mmoses@mosesandson.com.auWebsite: www.mosesandson.com.au

POSITION TITLE: **Administrative Support**
DEPARTMENT: Administration, Temora
ACCOUNTABLE TO: Managing Director
LIASES WITH: All Staff
REPORTS TO: Administration Manager

Objective: To support the Administration Team with the processing of wool sales and general office duties.

Skills and Competencies:

Microsoft Office, general office administration, attention to detail and accuracy, timeliness, self motivated. Good customer service and communication skills.

Responsibilities:**OFFICE SUPPORT**

- Fielding Customer enquiries
- Filing
- Mail
- Shredding
- Data Entry
- Banking
- Stationary and uniform ordering
- Housekeeping

WOOL SALES

- Various data input.
- Assist with Wool Sale processes.
- Process private sale dockets when required by accurately inputting new growers and re-opening existing accounts for private sales (as required).
- Prepare catalogues.
- Check classer specifications for accuracy of entry.

MERCHANDISE

- Stocktake
- Actively promote and sell Moses & Son's merchandise range by adhering to the three key principles of our Merchandise division.
- Ensure all merchandise sales are invoiced and merchandise procedures are adhered to.

GENERAL

- Abide by Moses and Son's policies and practices as varied from time to time.
- Participate in Moses and Son's performance appraisal program as required.
- Undertake not to reveal to any person or entity any confidential information.
- Responsible for building and preserving the reputation and high standards of Moses and Son by adhering to the Code of Conduct at all times.
- Contribute to the quality improvement process.



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WORKPLACE HEALTH AND SAFETY

Moses and Son endeavours to provide a working environment for its employees that is safe and without risk to health. Employees are required to:

- Take reasonable care for their own safety and that of anyone else who could be affected by their actions;
- Responsible for ensuring the implementation of health and safety policies and procedures; and
- Fully co-operate with Moses and Son in any action it considers necessary to maintain a working environment which is safe and without risk to health.

Acceptance

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position.

Employee Signature

Employee Name (*please print*)