

**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: Administration – Sales & Finance Support
DEPARTMENT: Administration, Temora
ACCOUNTABLE TO: Managing Director
LIAISES WITH: All Staff
REPORTS TO: Administration Manager

Objective: To accurately and proficiently support the Administration Manager by providing sound administrative support with the maintenance of the wool & finance databases. Ensuring that company and industry standards are adhered to. Promote best practice and superior customer service.

Skills and Competencies:

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

Responsibilities:**WOOL SALES:**

- Maintain Talman & Merlin database.
- Prepare and process wool sales.
- Prepare catalogues.
- Process Wool Trade Sales.
- Process Split payments.
- Processing Interlots & clip weight sheets, i.e. MOSTE lots ex BC.
- Maintain client records i.e. filing.
- Coordinate other staff to assist with the preparation and processing of sales.
- Process private sale dockets when required by accurately inputting new growers and re-opening existing accounts for private sales (as required).
- Check classer specifications for accuracy of entry (as required).

OFFICE SUPPORT

- Fielding Customer enquiries.
- Coordinate staff to ensure smooth running of the office.
- Month End tasks.

FINANCE

- Administer Shearing Advances
- Administer Forward Contracts
- Accounts Payable
- Transport invoice reconciliation

COMPLIANCE

- Ensure safety and legislative compliances are met i.e. Fire, Test & tag, Warbah etc
- Vehicle management i.e. Fleetmatics, Registrations, Star cards
- Internal Auditing.

MERCHANDISE

- 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.

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- Abide by Moses & Son's policies and practices as varied from time to time.
- Participate in Moses & 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 & Son by adhering to the Code of Conduct at all times.
- Contribute to the quality improvement process.

WORKPLACE HEALTH AND SAFETY

Moses & 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 & Son in any action it considers necessary to maintain a working environment which is safe and without risk to health.