



## **Job Description for**

### **Date**

**Position** Administration Manager

**Reports to** General Manager

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### **Overview**

This role is responsible for managing Accounts Receivable and Payable, Compliance requirements (for Health & Safety and Food Safety and Payroll). You will also provide Administration and HR advice and support to management.

### **Key Responsibilities**

#### Health and Safety

- Act as the Health & Safety point of contact for the branch.
- Manage all accidents, and incidents investigations.
- Report any Health & Safety concerns to the General Manager and Operations Manager.
- Be the principle point of contact for Work Aon.
- Oversee and, in some cases, manage the return to work of any employees on a return to work programme.
- Plan and manage all Health & Safety meetings and branch level site inspections.
- Maintain the hazard register including hazard reviews.
- Manage the Health & Safety functions within Engage and any other computer systems.
- Develop and keep up to date all online training, and with any changes to Health and Safety legislation.

#### Food Safety

- Ensure that the highest levels of Food Safety are maintained as per the food safety guidelines defined in the Food Control Plan.
- Ensure compliance with the Food Control Plan.
- Plan for and manage, in conjunction with support office, any compliance audits.
- Plan and manage all Food Safety meetings and branch level site inspections.
- Manage the Food Safety functions within Engage and any other computer systems used by the Company.

#### Account Receivable

- Process all receipts including cash and direct credits from bank statements.
- Action debtor account enquires promptly and professionally within 24 hours of receipt.
- Data entry of all debtors for credit within 48 hours of receipt, ensuring that each credit request is thoroughly researched and any issues regarding them are addressed prior to processing.
- Gather and collate of statistical data regarding origins and reasons for each credit and reporting this to Credit Controller on a weekly basis.

- Produce and communicate statements to debtors
- Ensure new account application forms have been correctly completed before opening accounts.
- Follow up slow paying debtors
- Identify and advise management of any pricing, product or debtor related issues requiring attention, including referring slow paying debtors and dishonoured direct debits to management.
- Place accounts on stop if direct debits are dishonoured until funds are made available.

#### Account Payable

- Manage invoices from stock and expense creditors. Passing these on for payment approval and GM signoff.
- Maintain a file of invoices, purchase orders, delivery notes and statements. Ensure Purchase Orders are kept current. Follow up where necessary
- Ensure all creditor invoices are matched to a Bidfood purchase order.
- Enter transactions into the Accounts Payable module on the Realtime system.
- Follow up creditor queries re slow payment with your contact at Support Office
- Follow up incomplete paper trail issues.

#### Human Resources

- Respond to Human Resource queries.
- Process Recruitment Requests as required (including screening applicants, organising, interviews, ensure Employment Application forms and Pre-employment checks are completed)
- Ensure all new employees receive a letter of appointment, individual employment agreement or collective agreement and a job description (and any other relevant documentation) prior to their commencement date
- Liaise with the relevant HOD to create an induction schedule for the new employee
- Complete first day inductions with new employees alongside managers
- Initiate staff reviews (3, 7 and 12 week)

#### Payroll

- Be the point of contact for Human Resource payroll processing for the branch
- Manage any staff payroll queries or disputes to ensure all staff are paid correctly.
- Coordinate any public holiday transfer of shift forms as required.

#### General Administration

- Ensure the smooth running of all aspects of administration including monitoring and maintaining equipment and supplies.
- Create, oversee, distribute and file correspondence and documents.
- Build expert knowledge and capability in the use of internal tools, including IT systems.
- Preparing adhoc reporting as requested
- Assist other staff with other sundry duties as directed by your manager.

Employee Name: \_\_\_\_\_

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_