



Position Title: Office Manager
Entity: MH Premium Farms (MHPF)
Report To: Financial Controller

About Us

MHPF is a private landholder of Australian agricultural assets. We operate 17 properties over 70,000 hectares in Eastern Australia, strategically located over several climatic regions. The portfolio is comprised of:

- Prime lambs, wool and cattle
- Broadacre cropping of cereals and oilseeds
- Irrigated cotton and sugar

Our Philosophy

MHPF's aim is to be a market leading and sustainable producer of livestock and crop. We take a long-term view and continually look for opportunities to grow and improve the business.

About this role

The purpose of this role is to provide high level organisational and administrative support to the Executive and Management teams for business activities and operation of the office. This position requires a high level of integrity and confidentiality as they maintain presentational facets of the office and provide support.

Key duties and responsibilities

Administration and Reception

- Greet visitors in a warm and welcoming manner
- Answer and direct calls
- Maintain office presentation, equipment, supplies and amenities
- Nurture and develop key relationships with stakeholders
- Collect, distribute and post mail
- Executive assistance for Executive Team including drafting communications, documents and reports, coordination of travel and diary management
- Ad hoc duties to support the Finance Team

Events

- Assist the HR Team with the coordination of MHPF Managers and Annual Conferences
- Assist the Executive Team with the coordination of Quarterly Board Meetings including collating and distributing the Board Packs
- Coordinating Shareholder and Director Farm visits including travel and catering

IT

- Central point of contact for external IT support including queries and management of support tickets
- Maintain and update MHPF company website
- Manage MHPF IT Hardware including computers, printers, iPads, mobiles and internet and arranging replacements when due
- Assist HR Team with onboarding including but not limited to mobiles, internet, electricity

Key relationships and stakeholders

- Private UK based shareholder
- MHPF area and farm managers
- MHPF executives, finance and admin team
- IT and other service providers

Skills and Experience

Skills & Experience

- Demonstrate experience in a similar role
- An enthusiastic, can-do personality with a team focus
- Professionalism, act with integrity and confidentiality
- IT savvy with great working knowledge of MS Office
- Strong communication, interpersonal and liaison skills
- High level organisational skills including the ability to effectively prioritise workload and meet deadlines
- Attention to detail and presentation
- Ability to work independently as well as in a team

Other

- Current driver's license required as travel may be required from time to time