



80 Birdwood Parade
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 minderoo.com.au

Position Description

Job Description

Position	Pastoral Administration Manager
Organisation	Minderoo Pastoral
Reports to	COO/CFO
No of Direct Reports	5
Location	Minderoo Station, Onslow
What	To manage and oversee the day to day administration of the Minderoo Group's pastoral operations.
What will we expect from you?	<p>Administration</p> <p>Accounts Payable, Payroll & Reporting</p> <ul style="list-style-type: none"> • Manage accounts payable function across all stations in accordance with agreed deadlines • Manage monthly financial reporting function across all stations • Manage station payroll interface with Head Office in accordance with agreed deadlines • Manage and monitor performance of contracting staff across all stations <p>Inventory Management</p> <ul style="list-style-type: none"> • Manage inventory and co-ordinate ordering of all laundry, kitchen, garden, office and fuel supplies across all stations • Monitor and report on fuel usage across all stations <p>Records Management</p> <ul style="list-style-type: none"> • Maintain accurate vehicle and machinery records across all stations • Maintain vehicle asset register for Minderoo • Compile monthly rainfall data for all stations • Maintain accurate firearm records across all stations • Maintain accurate horse records across all stations <p>Human Resources</p> <ul style="list-style-type: none"> • Facilitate the implementation of Minderoo Group HR policies and practices • Manage recruitment process for all station based roles in conjunction with Minderoo HR team <p>People Management</p> <ul style="list-style-type: none"> • Lead of team of administration, housekeeping, kitchen and garden staff to consistently deliver a high standard of work

	<ul style="list-style-type: none"> • Manage under performance in accordance with HR policies and principles • Facilitate the performance management process for all station staff <p>Stakeholder Management</p> <ul style="list-style-type: none"> • Build mutually respectful working relationships with both internal and external stakeholders to facilitate collaboration and drive business efficiencies <p>OH&S</p> <ul style="list-style-type: none"> • Ensure compliance with OH&S regulatory requirements, including co-ordination of monthly safety meetings • Adopt a pro active approach to identifying hazards, assessing risk and reporting incidents • Co-ordinate induction and onboarding process with new staff, visitors and contractors in line with OH&S requirements and maintain accurate training records • Manage workers' compensation function across all stations
<p>What do we need from you?</p>	<p>Skills and Experience:</p> <ul style="list-style-type: none"> • Demonstrated experience in a supervisory role in a pastoral environment • Strong attention to detail and a proactive approach to identifying and solving issues • Strong verbal and written communication skills

Salary Package \$75,000 pa (inclusive of super)

Send applications to : abonadeo@minderoo.com.au