



POSITION DESCRIPTION

Job Title: Assistant Packhouse Manager

Department: Post Harvest

Location:

Reports to: Packhouse Manager

ROLE OBJECTIVE

Responsible for assisting the Packhouse Manager in the management in all operational aspects of the packhouse including quality, productivity, health and safety, compliance, staffing and maintenance.

KEY RESPONSIBILITY: Packhouse Operations

DUTIES

- Monitor and maintain quality specifications of lines of fruit from allocation to production line, through to the supply to marketer.
- Ensure that all Seeka packhouse policies & procedures are adhered to by staff and the production line
- Implement the pack plan instructions from the Packhouse manager and ensure these are followed.
- Ensure that all data for grower line reporting is completed accurately and passed on to the data team for compilation.
- Through a specified maintenance plan/checklist ensure that all machinery within the plant is properly maintained and in optimum working order.

KEY MEASURABLES

- Achieve required throughput and budget targets.
- Machinery maintained to an acceptable level, no adverse effects to production line due to breakdowns as the result of maintenance issues on machines

KEY RESPONSIBILITY: People Management

DUTIES

- Work with the Employment Officer to ensure the line is adequately resourced with staff.
- Ensure all supervisors are properly trained and that they train their respective teams.
- Resolve conflict and deal with disputes in accordance with Seeka's employment and

disciplinary code.

- Build rapport with team leaders and staff on the production line ensuring open lines of communication.

KEY MEASURABLES

- Teams operate efficiently with little disruption
- Performance management issues are elevated where necessary and dealt with in a timely manner
- Teams are well trained and understand their roles well

KEY RESPONSIBILITY: H&S and Compliance

DUTIES

- Ensure all Health & Safety and Food Safety standards and policy are adhered to
- Through an understanding of HSE best practice ensure the safety of yourself and your staff
- Any other duties as reasonably required

KEY MEASURABLES

- Any accidents/incidents are reported in a timely manner following Seeka process
- Staff are aware of correct procedures when dealing with a HSE issue on site

TECHNICAL KNOWLEDGE & EXPERIENCE REQUIRED

- Numeracy: Experience working with and a good understanding of numerical or financial information
- Microsoft Office Suite: Intermediate
- Data Analysis: Experience extracting useful information and translating it into actionable objectives
- People Management: Experienced in best practice HR, managing people effectively in order to achieve business objectives
- Health & Safety: Awareness of H&S legislative requirements, and experience in the implementation of these
- Industry Knowledge: Experience working within kiwifruit, horticulture or primary industry
- Role specific knowledge: 2 + years' experience in a similar role

PERSONAL ATTRIBUTES

- Self-motivated/Self-managed/Self-starter: Has an underlying concern for doing things better. Is self-driven, self-motivated and enthusiastic.
- Team player: Able to work effectively with others to achieve an optimal outcome. Able to interpret the feelings, unspoken concerns, desires, strengths and weaknesses of others.
- Strong verbal and interpersonal skills: Able to communicate clearly and effectively and at the appropriate level with various types of people (i.e. with senior managers, colleagues and the public).

- Leadership/Influencing others: Can articulate a common vision and provide others with a sense of direction. Able to persuade, convince, influence or impress in order to gain support or to have a specific impact on others.
- Problem solving skills: Identifies the root causes and breaks the problem down into the key issues. Grasps new concepts and can see the problem in relation to the bigger picture. Generates multiple explanations and solutions.

SIGNED IN AGREEMENT

By signing this document I have read, and agree to the requirements of the role as outlined in the position description above.

_____ Date:

Signed in agreement by the employee

_____ Date:

Signed on behalf of Seeka Limited