

POSITION DESCRIPTION

Job Title: Site Manager

Department: Post Harvest

Reports to: Regional Manager

ROLE OBJECTIVE

To effectively manage post-harvest site team, ensuring that people, plant, and process are safely optimized to ensure company operational and financial objectives are met, while delivering fruit performance outcomes that maximise company and stakeholder returns.

KEY RESPONSIBILITY: Site Management

DUTIES

- Implement Health and Safety policy and process across the site, ensuring staff are aware of and following H & S best practice
- Operational and strategic management of staff across the entire site, which includes ensuring staffing levels are appropriate and labour costs are within the site budget
- Facilitate training of staff in Seeka's compliance requirements and best practice methods
- Adherence to Seeka's pack plan
- Ensure quality systems accuracy and efficiency is maintained throughout site coolchain
- Manage plant and equipment, building assets and maintenance schedules
- Manage packaging planning and scheduling of supply
- Manage the budget for the site ensuring overall spend is kept within budget
- Liaise with Inventory Manager regarding supply specification and quality of both pre and post harvest product.
- Develop knowledge of fruit inventory performance, communicate with the Inventory Manager regarding any potential risk areas
- Manage and ensure all Coolstore (conventional) technical specifications are implemented, managed, recorded, monitored and audited as per Seeka's (and Zespri's) specifications.
- Analyse and report on post harvest financial parameters established for the site.
- Develop good client relationships with growers, and other stakeholders, act as site ambassador and guide for growers as required.
- Assist the Regional Manager with compilation of business performance reporting
- Make considered suggestions to the Regional Manager in respect to regional business development and strategy.
- NIR – Manage and control the process of fruit recovery by use of NIR technology. Fulfil the role of company representative from an industry requirement.

KEY MEASURABLES

- Site expenses remain within set budget & initiative used around cost saving measures
- Health and Safety is given priority and all legislative requirements and Seeka H&S policy are adhered to and staff trained appropriately
- Achievement of set KPI's for the site
- Fruit performance is maximised, fruit loss low, and overall business strategy plans are

adhered to, and improved upon where possible

TECHNICAL KNOWLEDGE & EXPERIENCE REQUIRED

- 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
- Software/Technology: Previous experience using software and other computer based technology either in Seeka specific programmes or using a similar software platform
- Reporting: Experience producing accurate reports to set criteria
- Role specific knowledge: 5 years+ management experience within kiwifruit industry
- 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
- Process Implementation: Experience implementing company process or policy
- Budgeting: Experience managing and working within a set budget
- Commercial Acumen: Good commercial business sense with an understanding of how to drive shareholder value
- Qualification: Horticultural qualification or general degree preferred
- Licences: Full Drivers Licence
- Numeracy: Experience working with and a good understanding of financial information

PERSONAL ATTRIBUTES

- 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.
- Self-motivated/Self-managed/Self-starter: Has an underlying concern for doing things better. Is self-driven, self-motivated and enthusiastic.
- Flexible/Adaptive/Resilient: Able to shift strategies and accept other viewpoints. Adapts quickly and effectively to changing situations. Able to overcome disappointments and learn from the setbacks to bounce back. Able to adjust to unexpected change.
- Strong written communication skills: Able to express in a written form the key information in a succinct and professional manner.
- Confidential Nature: Aware of sensitivities of particular information and is able to remain professional and confidential in all situations
- Organised/time management/prioritisation: Able to take an organised approach to all tasks in order to prioritise them according to the demands of the business
- Decision Making: Ability to make sound, informed decisions quickly and to take ownership of these decisions and their outcomes

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. I understand that this position description may be reviewed as required and changes any changes considered appropriate, will be done in consultation.

_____ Date:

Signed in agreement by the employee

_____ Date:

Signed on behalf of Seeka Limited