



Administration Manager

Manildra Group is a 100% privately owned Australian company with operations, offices and subsidiaries located throughout Australasia and North America. Manildra Group is an agribusiness involved in the production of wheat flour, bakery mixes, wheat starch, vital wheat gluten, glucose syrups, ethanol, animal nutrition, cane sugar, canola oil, beef and lamb. These products are supplied to numerous industries in the food, feed and industrial sectors.

Located at our Altona site in Southwest Melbourne, we are currently seeking an Administration Manager to join our team.

The Administration Manager is responsible for providing effective leadership and direction to clerical staff, ensuring efficient operation of the Administration Office whilst providing support to our management team.

About the role

- Supervising day to day operations of the Administrative Department and Staff members
- Hiring, training and evaluate employee's performance and take corrective action if necessary
- Develop, review and improve administrative systems, policies, and procedures.
- Plan, schedule and promote office events
- Collect and submit Greenhouse Emission Usage Report
- Coordinate Vehicle Registrations, movements, maintenance, and insurance claims
- Oversee maintenance and cleaning of office and other factory areas
- Prepare Monthly Maintenance Report, Petty Cash and Cheques
- Collect, prepare and submit monthly attendance report to the Payroll Office
- Prepare sub-contractors and driver's weekly payroll
- Assist Accounts Payable Department and vendors queries

To be considered for this role, you must have:

- Previous experience as an Administration Manager and managing a team
- Proficient in verbal and written communication skills
- Ability to build rapport & gain confidence of customers, suppliers and team
- Strong administrative skills with attention to detail and accuracy
- Adapt to rapidly changing environments
- Work autonomously, including meeting deadlines
- Have a problem solving and can-do attitude
- A calm, mature attitude with the ability to work with a range of personalities
- High level of computer literacy using various software applications

Applications: Applications quoting job name to be emailed to donna.strahan@manildra.com.au

Closing Date: Sunday 14 June 2020