

OVERVIEW:

FARM ADMINISTRATOR

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JOB PURPOSE

The purpose of this position is to provide overall administrative support services to the Institution Farm and Farm Manager.

KEY PERFORMANCE AREAS

General Support Services and Farm Administration

- To provide administrative support with regard to mailing, printing, filing, typing and other general administrative tasks.
- Reviews, edits and reconcile discrepancies in reports, purchase orders, correspondence, requisitions, records and other documents.
- Implement and maintain a filing system for transport records and log sheets.
- Ensure the safe keeping of vehicle keys and records for the vehicle of the unit.
- Ensure that trip authorities for special trips and emergencies are issued for authorised drivers.
- To provide accurate weekly reports on sales to farm managers as requested.
- Consolidate daily, weekly and monthly reports from supervisors using agreed template.
- Collects and maintains production data and statistics for the farm.

- Efficient management of farm resources by rigorously tracking in and out-flow of chemicals, fertilizers, seeds, harvested crops, vaccines, animal feed, etc.
- Handle confidential documents ensuring that they remain secure and maintain paper records ensuring information is organized and easily accessible.
- Supply stock control sheets to supervisors/farm enterprises.
- Managing the dairy of the Farm Manager.
- Assist with the monitoring of the leave and signing of attendance registers.
- Assist supervisors with keeping records of livestock and crops.
- Compile a calendar of all internal and external farm meetings.
- Compile agendas for all farm staff meetings.
- Attend meetings and record all discussions and resolutions (minutes)
- Make logistical arrangements and preparations for all farm meetings.
- Relief duties at farm stall and stores.
- Undertake additional duties commensurate with the post as may reasonably be requested from time to time.

Financial and Supply Chain Management & Administration:

- To act as primary point of contact for all stationary needs.
- Maintain an adequate inventory of office supplies.
- To be responsible for inputting all financial transactions, including sales and purchase invoices.
- Ensuring good communication with suppliers.
- To liaise with the accountant on a weekly basis, ensuring that data and information is correct and up to date.
- Coordinate the gathering of quotations based on unique specification requests.
- Liaise with the Institution messenger to expedite the approval of the memoranda.
- Liaise with the finance and creditors & accounts offices to expedite the procurement process.
- Liaise with suppliers/service providers on the delivery of goods and services.

- Maintain records and a filing system of invoices, proof of payment and purchase orders.
- Assist with the monitoring of petty cash utilization and undertake monthly reconciliations for the unit.

Customer Services and Client Liaison:

- Register work requisition request from units
- Distribute work requisitions to different units.
- Report back on completed assignments and requisitions.
- Receive and screen phone calls and email, direct them when appropriate.
- Respond to general farm enquiries from external clients.
- Liaise with the Institution departments to facilitate agricultural education and training and research.
- Keep records of student/farmer training, research and farm visits.
- Manage the attendance register of students doing practical's at the farm.