

## Role Profile

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**Job Title:** Site Administrator (Part Time)  
**Department:** Growing  
**Reports To:** Farm Manager  
**Ref:** Ref-175, V2 – 29 July 2021

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### Role Overview

The Site Administrator (Part Time) is responsible for providing support services to the Site QA/Administration Manager.

### Main Duties

- Assist in the recruitment of new starters, provide support in the interview process and check references
- Translate at meetings and take notes when required
- Co-ordinate the delivery of tool box talks, deliver to supervisors, update employee TMS records and file records of training
- Producing reports (including labour costs and other key performance cost indicators)
- Ensuring energy and environmental data entries are correctly inputted into appropriate reports/spreadsheets
- Order consumables and stationary, PPE and safety shoes. Complete stock-takes
- Raise orders on PR3, track orders and goods receipt on arrival
- Manage employee HR and training files

This is not an exhaustive list and is subject to change and amendment.

### Competencies to perform the role

- Highly motivated, flexible and like to ensure all tasks are complete
- Have excellent communication skills (both written and verbal), excellent interpersonal
- You will be an energetic, enthusiastic team player who has the ability to work on your own initiative when required
- Qualification in Secretarial/Administration.
- Have a high level of English both written and verbal

### Qualifications

- Have strong administrative skills
- Have a good working knowledge of Microsoft office especially excel
- The ability to understand financial reports
- Have a high level of English both written and verbal

### Performing the role in line with the Monaghan Cultural Values:

1. We do the right thing: We use this philosophy to drive every aspect of our business, from product, to process to people
2. Forward Thinking: We think ahead and we think for the long term
3. Down to Earth: We understand the importance of communicating our discoveries in a straightforward way
4. Inspiring: We seek out new ways to excite and inspire each other

5. Egalitarian: We have always been grounded in the belief that everyone is equal. That everyone deserves an equal chance to speak, be heard and make an impact