

Job Description

Payroll, Contracts, Admin Support

POSITION PURPOSE

To provide backup and support for payroll, contracts administration, H&S administration, HR administration, Quality administration and general administration.

To enable the above functions to be effectively delivered in the case of key staff absences.

To work with the key primary leads in the above areas to provide effective

It is envisaged that this role will be a 20 hrs per week waged role.

REPORTING LINES

Reports to:

This position reports to the General Manager Corporate Services- Whitestone Contracting Ltd.

Direct Reports: None

Key collaborators with this role.

- Payroll staff.
- Office Administrators
- HR Advisor
- Senior Quality Advisor
- Stakeholder Relations & Communications Manager
- H&S and Environmental Manager

KEY WORKING RELATIONSHIPS

- Managers
- Customers - Councils and Private
- Other Contracting Firms and Contract Partners
- Subcontractors to Whitestone Contracting

PAYROLL

- Backup for processing the fortnightly payroll in Datapay
- Payroll reporting as required
- Payroll checking in Workbench and uploading to Datapay

CONTRACTS ADMINISTRATION

- Provide contracts administration support which will include-
 - Entering Data into RAMM or other asset management softwares
 - Time/Plant and Stock entry for Departments as required
 - Assisting with client contract reporting requirements

H&S ADMINISTRATION

- Provide H&S administration support which will include-
 - Update SOPs as required.
 - Maintain MSDS information.
 - Monitor and provide overview of “Quipcheck” plant management system.

HR ADMINISTRATION

- Provide HR administration support which will include-
 - Keep training records up to date.
 - Schedule participants into training sessions as required.

QUALITY

- Provide administration support as required for the QA function-
 - Update QA documentation as needed.
 - Assisting the Senior quality advisor.

GENERAL ADMINISTRATION.

- Provide general administration support for Whitestone.

STAKEHOLDER RELATIONS

- Take time to develop strong working relationship's with our customers and suppliers where appropriate.
- Communicate effectively and professionally with all staff, customers, suppliers, partners and other stakeholders.
- Demonstrate our values in all our interactions with external parties and stakeholders.
- Escalate any customer concerns that cannot be easily resolved to the appropriate senior managers, with suggestions on how to resolve issues.
- Take proactive steps to limit any damage to the company reputation arising from work on contracts and other business activity.

CREATING A LEGACY FOR OUR PEOPLE AND COMMUNITIES

SELF DEVELOPMENT

- Attend training, conferences and seminars where required to support your role.
- Proactively seek out learning opportunities and be curious.

OTHER DUTIES

- Complete any other work of projects assigned to you and respond to requests for assistance from any area of the business.
- Contribute to special initiatives to encourage a team atmosphere and cooperative and innovative workplace.
- Uphold our Values and encourage others to do the same.
- Act in the best interests of the company at all times and maintain a professional image.