

## POSITION DESCRIPTION

---

### IDENTIFYING INFORMATION

---

Position	<b>Winery Administration</b>	Date:
Title:	<b>Officer</b>	
Division:	Winery	Prepared By:
Location:	Relbia Winery	Approved by Position Holder:
Reports To (Title):	General Manager	Approved by Supervisor:

### SECTION 1: POSITION SUMMARY

---

The Winery Administration & Logistics officer is responsible for providing administrative support to the winery management and staff.

---

#### GOALS:

---

- Provide assistance with export documentation
- Maintain OH&S policy and records

### SECTION 2 – AREAS OF RESPONSIBILITY

---

#### 1. GENERAL

- Maintain a high level of professional presentation with all verbal, written and personal communication whilst representing Josef Chromy Wines
- Maintain high knowledge of all aspects of Josef Chromy Wines, including staffing and policies, cellar door, and all current release wines
- Perform administrative duties for executive management
- Training and supervising other support staff
- Greet visitors and performs general administrative duties
- Handle incoming calls and emails
- Such other duties as may be determined from time to time

#### 2. ADMINISTRATION AND REPORTING

- Provide administrative support to Sales & Marketing Manager, Senior Winemaker, General Manager, Chief Financial Officer and other key staff
- Generate invoice and relevant documentation for export, ad hoc and trade sales
- Preparing reports and financial data
- Assist with payroll duties during peak harvest period

#### 3. LOGISTICS

- Receive and respond to all wholesale wine orders, both external and internal
- Generate and dispense picking orders and check accuracy of pick prior to despatch
- Arrange and co-ordinate outbound and inward freight (including TFES details)

- d. Maintain highly accurate stock records
- e. Coordinate and report on monthly stocktake
- 4. MARKETING & CUSTOMER SERVICE
  - a. Assist with generation and maintenance of marketing content
  - b. Occasional support for Cellar Door Sales and Winery tours
  - c. Assist with organisation and management of offsite events such as Taste of Tasmania and Festivals
- 5. OCCUPATIONAL HEALTH & SAFETY
  - a. Supervision of workplace health and safety including:
    - i. adhering to legal and policy requirements
    - ii. reporting all accidents and incidents whether or not they result in injury
    - iii. proposing and implementing rectification measures
  - b. Develop and maintain company policy documents
  - c. Keep records of regular OH&S meetings

---

### SECTION 3 - DIMENSIONS

This position is mainly focused on Administration but also provides support for OH&S, marketing and stock control

---

### SECTION 4 – MAJOR CHALLENGES

---

### SECTION 5 - WORKING RELATIONSHIPS

*Due to the nature of this position, direct report will be to General Manager - Wine Group, however regular contact can be expected with, Sales & Marketing Manager for Sales and Export tasks and to the Senior Winemaker for Winery Admin & OH&S, Cellar Door & Restaurant staff, Sales & Marketing team and consultants*

Most Frequent Contacts	Nature or Purpose
General Manager – Wine group	Performance and adherence to company policies
Sales & Marketing Manager	Orders, allocations, export and invoicing
Senior Winemaker	Winery administration & OH&S
Storeman	Order allocation and stock control
Bottling & Maintenance Supervisor	Goods inwards and newly packaged goods
External customers	Receipt and acknowledgment of orders
Chief Financial Officer	KPI reporting

---

### SECTION 7 – DECISION –MAKING AUTHORITY

---

### SECTION 8 – ORGANISATIONAL RELATIONSHIPS

See organisational chart (to be supplied.)

## SECTION 9 – OTHER INFORMATION

---

### WORKING CONDITIONS:

---

- Available to work weekdays with occasional extra hours as required.
- Office and warehouse environment with proximity to machinery

### PHYSICAL DEMANDS / QUALIFICATIONS:

---

- attention to detail
- strong computer and Internet research skills
- flexibility
- excellent interpersonal skills
- ability to work well with all levels of internal management and staff, outside clients and vendors
- Sensitivity to confidential matters may be required

## SECTION 10 - KEY PERFORMANCE INDICATORS

---

- a) Email enquiry response within 24 hours receipt
- b)