



# Position Description

## Business Support Southdown Container Terminal - COO Group

### Purpose:

To provide professional administrative and management support to Leaders across the Container Terminal business.

To meet and greet all visitors to the Southdown Container Terminal site and provide day to day support of administrative functions. This will include generating and creating of reports, monitoring and updating various systems and finance support.

Health and Safety is an important part of how KiwiRail operates. You will be a safety leader and will be expected to “walk the safety talk”. This will include ensuring compliance is met.

### Dimensions:

**Reports to:** Auckland Regional Operations Manager

**Location:** Southdown

**Internal Contacts:** CT Managers  
CT Asset Team  
Regional Managers  
CT Operations Staff  
Finance  
Payroll  
Other Administration Staff  
Human Resources

**External Contacts:** Contractors / Suppliers  
Members of the Public

### Key Accountabilities

#### Administration & Customer Support

- Carry out a range of varied administration tasks which support the running and organisation of the KiwiRail Operations area in which you are employed including but not limited to:
  - Preparation and coordination of meetings, venues, meeting agendas, information and minute taking as required.
  - Procuring a range of office items such as Personal Protective Equipment / Clothing (PPE/PPC), stationary products, IT Hardware and other office supplies Ensuring relevant databases and registers are kept up to date and information is entered in a timely manner for example, Sonasafe, Weightrax, Gallagher Command Centre, PPE/PPC register
  - Book travel, accommodation and rental vehicles for Managers and area staff as required.
  - Management of filing and records control
  - Ensure all deadlines and data are up to date and accurate and processed in a timely manner.
- Coach and mentor team members in administrative systems and process.
- Other similar duties that arise

<b>Systems &amp; Compliance</b>
<ul style="list-style-type: none"> <li>• Monitor, update and manage KiwiRail systems information (e.g. ORA, KLE, JADE, Predict, etc.) to ensure currency of data</li> <li>• Monitor and ensure that licence to operate competencies and skills, are valid, any process requirements are completed within the required timeframes and the information is updated in the relevant systems such as KLE and Predict.</li> <li>• Assist local managers with any Facilities Management issues related to buildings &amp; yards</li> <li>• Provide regular updates and reports for Managers as required</li> </ul>
<b>Finance/Payroll</b>
<p>Payroll</p> <ul style="list-style-type: none"> <li>• Process staff expense claims</li> </ul> <p>Accounts Payable</p> <ul style="list-style-type: none"> <li>• Initiation of the procurement process by creating purchase orders for vendors as required</li> <li>• Purchase Order monitoring and follow up for closure</li> <li>• Entry of goods receipts into as required</li> <li>• Problem solving where vendor invoices are inconsistent with purchase orders and goods receipting</li> </ul> <p>Accounts Receivable</p> <ul style="list-style-type: none"> <li>• Invoicing third parties for relevant recoverable work within agreed timeframes</li> <li>• Coding of purchasing card receipts into the Flexipurchase system as required</li> </ul> <p>Reporting</p> <ul style="list-style-type: none"> <li>• Liaison with the Finance department to provide additional information where queries exist.</li> <li>• Daily clearing of Blocked invoice report to ensure timely vendor payment</li> <li>• Assistance in the month end financial process supporting business unit accountants which include but are not limited to GRIR, Commitments, third party invoicing, fortnightly defaults</li> </ul>
<b>Training</b>
<ul style="list-style-type: none"> <li>• Booking of internal and external training as required and informing staff</li> <li>• Collating training records and updating KiwiRail Learning Exchange (KLE)</li> <li>• Two way liaison to and from the Training team regarding employee qualifications and upcoming training.</li> <li>• Ensure all skills and competencies are achieved in date within KLE.</li> <li>• Follow up with Managers regarding upcoming competency expires and plan for them to be completed</li> </ul>
<b>Zero Harm</b>
<ul style="list-style-type: none"> <li>• Provide active involvement in the local HSAT committee including minutes and distribution</li> <li>• Deliver local site inductions to visitors</li> <li>• Assist CT managers with collation of data for HSE &amp; ACC audits</li> <li>• Responsible for own safety and that of other CT personnel, contractors and visitors within their particular work environment, including required actions in an emergency.</li> <li>• Responsible for the identification, reporting and initial control of any safety and environmental hazards identified within their area of responsibility.</li> <li>• Report accidents and incidents to your Manager immediately.</li> <li>• Report hazards to the relevant authority that could or may result in injury to personnel or damage property.</li> <li>• Report details of any non-conformance or hazard work in order to prevent occurrences.</li> <li>• Ensure all staff have adequate Personal Protection Equipment (PPE) required to perform their jobs safely.</li> </ul>

## Person Profile

Essential:	Desirable:
<p>Experience and Knowledge:</p> <ul style="list-style-type: none"><li>• 3-5 years' administration/support experience</li><li>• Proficiency with the MS Office suite, particularly in Excel (formula knowledge and Pivot tables)</li><li>• Knowledge of finance functions such as invoicing etc. (working knowledge of SAP and Maximo would be an advantage)</li><li>• Attention to detail</li><li>• Excellent communication skills</li><li>• Be able to work autonomously</li><li>• Be a team player, who can easily build rapport with others</li></ul>	<p>Experience and knowledge:</p> <ul style="list-style-type: none"><li>• Experience in KiwiRail systems &amp; programs such as CTMS.</li><li>• Experience working in a similar transport/freight industry.</li></ul>

## Education:

Essential:	Desirable:
<ul style="list-style-type: none"><li>• NCEA Level 2 or equivalent</li></ul>	<ul style="list-style-type: none"><li>• A tertiary qualification in Administration or Business</li></ul>