

## **JOB DESCRIPTION**

Employee:

Job Title: Assistant to the Directors

Reporting to: The Directors

Purpose: To provide managerial support to the Directors of L F Papworth and all linked companies and to act as a point of liaison between the Office and the team, where required

### **KEY RESPONSIBILITIES**

#### **Administrative Duties – All Papworth Companies**

- Answer the telephone and assist with enquiries
- Prepare, maintain and modify various documents in electronic format
- Perform general clerical duties, including but not limited to photocopying, faxing and filing
- Sign for and distribute deliveries and collections
- Research and investigate information to enable decision-making by others
- Communicate and provide information by relevant methods internally and externally
- Respond appropriately to emails from suppliers and customers

#### **Managerial Duties – L F Papworth Ltd**

- Discuss and agree with the Directors on an ongoing basis the requirement for completion of daily tasks by Technicians and Operators
- Assist the Directors in short term planning for the business, including of crop locations, inputs, resources, and in scheduling of tasks (eg spraying, ploughing, drilling), etc
- Source / order supplies (eg fertilisers, machinery, parts etc) subject to the authorisation of costs by the Directors
- Assist the Directors in the marketing of products, including meeting with sales representatives, determining where products are sold and to whom, negotiating prices and contracts

#### **Supervisory Duties – L F Papworth Ltd**

- Allocate work to the team on a daily basis to ensure timely completion of tasks, as required
- Relay procedural and other requirements to the team via the office and the Directors
- Assist in the recruitment and selection process
- Assist in the coordination of internships, work experience personnel, volunteers etc where required
- Assist in the delivery of induction training for new starters
- Collect and authorise employee timesheets and return to the office for processing

- Manage holiday and other leave requests, in conjunction with the Directors, where required
- Provide support to the team to ensure the effective completion of tasks, including:
  - Carry out on site visits to monitor progress and assist with queries
  - Deliver supplies, diesel etc to team members on site
  - Modify instructions for completion of tasks to suit circumstances (eg weather changes, re-prioritisation)
  - Operating farm machinery on a relief basis

### **Vehicle Duties**

- Use, cleaning and general maintenance of a company vehicle

### **Health & Safety / Environmental Health**

- Implement the legal obligation to maintain a safe working environment at all times
- Follow the company's procedures, as described in the Health & Safety Policy
- Report anything unsafe to the Directors, and to report accidents, near misses, and so on in the accident book

### **Team**

- Show awareness of the needs of fellow team members and to show them courtesy
- Communicate effectively with others in the team
- Work collaboratively with colleagues in order to meet the objectives of the business
- Contribute to team meetings and put forward ideas and feedback in order to improve ways of working

### **General**

- Undertake first aid duties as a qualified first aider, as required
- Act as key holder and / or alarm notification contact point, if and when required
- Attend work with a clean and smart appearance, wearing the appropriate attire
- Undertake any other tasks that may be reasonably requested
- Implement the policies and procedures set out in the Employment Handbook

Signed by Employee

Date