

VACANCY

Admin support manager

Join Mouton Citrus, a leading citrus producer, packer and exporter in the Citrusdal Valley. We are looking for an experienced Admin Support Manager to oversee the administration of a Production Business Unit. This key role (reporting to the Unit Manager) will manage and coordinate all administrative functions, ensuring accurate processes, HR, financial and compliance support, and strong alignment with Head Office while upholding Mouton Citrus's values at production level.

Key Responsibilities

Support & Communication

- Support production unit manager and farm managers by providing information that is relevant and timely to make effective decisions
- Key liaison role between head office and the operational production unit e.g. HR, Finance etc.
- Manage a small team of admin staff to fulfil the admin requirements of the production unit

Finance & Operational Admin

- Capture and report data of key Crop Production disciplines for example irrigation & crop applications
- Meet weekly, monthly deadlines on operational activities which impact the production unit financially
- Inventory management of key inputs (diesel, chemical, fertilizers etc.)
- Oversee creditors processes
- Capture, process and report on expenditure compared to budget
- Log and report infrastructure/fleet/housing repairs & maintenance needs of the unit

Wages & HR Admin

- Manage accurate recordkeeping and reporting of weekly time & attendance data
- Ensure smooth onboarding of employees (contracts, induction, capturing accurate employee data on system)
- Maintain Health & Safety System ensuring compliance and a safety culture
- Help with ethical, environmental and food safety audit compliance as required for Market Access
- Organise, attend, and support different worker- & H&S committee meetings as relevant.
- Coordinate logistics for worker and community training, meetings, and community development activities.
- Assist in the disciplinary process

Requirements and Competencies

- Matric with a relevant tertiary qualification (HR, Finance, or a related field)
- Minimum of 3 years' experience in a similar role
- Proven experience working with payroll and financial systems, with the ability to accurately capture, process, and manage data on various systems
- Excellent organizational and time-management skills
- Strong communication skills, with the ability to work collaboratively in a team environment
- Preference will be given to applicants with an agriculture background

