



## POSITION DESCRIPTION

<b>Role Title:</b>	Distribution Depot Administrator
<b>Reports To:</b>	Distribution Manager
<b>Direct Reports:</b>	Nil
<b>Location:</b>	Balclutha

### POWERNET

**Our Purpose: Safe | Efficient | Reliable: Power to Communities**

#### **Our Critical Success Factors**

- Safety Always
- Efficiency and Reliability
- Customer Focus
- Continuous Improvement
- Courageous Leadership

### PURPOSE OF THE DISTRIBUTION DEPOT ADMINISTRATOR ROLE

**Role Purpose: To provide effective and efficient administration support to both office and field based teams**

### KEY RELATIONSHIPS

Internal		
• Distribution Manager	• Liaison, conversational, reporting	• Weekly
• Depot Supervisors	• Conversational, negotiation, liaison, advice	• Daily
• Team Leaders	• Conversational, negotiation, liaison, advice	• Daily
• Field Teams	• Conversational, Support, advocating	• Daily
• All Powernet Staff	• Conversational, liaison	• Daily
• System Controller	• Conversational, liaison	• Daily



<b>External</b> <ul style="list-style-type: none"> <li>• Customers</li> <li>• Suppliers</li> <li>• Contractors</li> </ul>	<ul style="list-style-type: none"> <li>• Persuasion, Technical Advice</li> <li>• Persuasion, Technical Advice, Negotiation</li> <li>• Technical Advice, Negotiation, Informing</li> </ul>	<ul style="list-style-type: none"> <li>• Daily</li> <li>• Daily</li> <li>• As required</li> </ul>
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KNOWLEDGE AND EXPERIENCE, SKILLS AND ATTRIBUTES REQUIRED
<p><b>Essential Criteria:</b>  <b>Qualification/s required: (see example)</b></p> <ul style="list-style-type: none"> <li>• Completion of secondary school education to NCEA level 3 (minimum)</li> </ul> <p><b>Preferred Criteria:</b>  <b>Qualification/s:</b></p> <ul style="list-style-type: none"> <li>• New Zealand Certificate in administration or currently working towards a Diploma in Administration</li> </ul> <p><b>Registration and Licences</b></p> <ul style="list-style-type: none"> <li>• New Zealand Class 1 drivers licence</li> </ul> <p><b>Experience/Knowledge/Skills:</b></p> <ul style="list-style-type: none"> <li>• Relevant administrative experience</li> <li>• Computer literate and an understanding of the basic Microsoft Office Suite of products.</li> </ul> <p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>• Warm friendly disposition</li> <li>• Helpful nature</li> <li>• Good verbal and written communication skills</li> <li>• Good problem solving skills</li> <li>• Interpersonal skills.</li> <li>• A cooperative, team player.</li> <li>• Exceptional time management and organisational skills</li> </ul>

I am responsible for	What is expected of me
<b>Collation, checking and data entry</b>	<ul style="list-style-type: none"> <li>• Ensure timesheets are collated, checked and data entered accurately into system.</li> <li>• Ensure all accident and Incidents are entered into Risk manager accurately and in a timely manner.</li> <li>• Order staff PPE and enter information in to Risk Manager.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Build positive relationships with key customers</li> <li>• Assist key stakeholders when required</li> <li>• Take customer queries and direct to appropriate areas. Keep customers informed of progress.</li> </ul>



<b>Administration Support</b>	<ul style="list-style-type: none"> <li>• Provide support and guidance to the operations team and support to the wider PowerNet team.</li> <li>• Provide cover for fellow depot administrators on leave by picking up essential and time critical tasks from other depots</li> </ul>
<b>Purchase Orders and Invoicing</b>	<ul style="list-style-type: none"> <li>• Ensure purchase orders and invoices are managed for the area of responsibility ensuring accuracy with coding and costings are accurate.</li> </ul>
<b>Liaise with departmental stakeholders</b>	<ul style="list-style-type: none"> <li>• Where required ensure to liaise with other key stakeholders to ensure depots have appropriate information and resources.</li> </ul>
<b>Administration, maintenance and work flow for all external customer jobs</b>	<ul style="list-style-type: none"> <li>• Maintain the PowerNet works and asset management database in an accurate and timely manner</li> <li>• Ensure PowerNet external customer work order processes are followed</li> </ul>
<b>Take part in the storm gallery</b>	<ul style="list-style-type: none"> <li>• Be available to participate in the storm gallery team as required. (Note; this may involve after hours work during major power outages, e.g. storms)</li> <li>• Undertake storm gallery duties under supervision of the storm gallery supervisor</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Undertake other administrative and/or responsibilities as may be reasonably required</li> </ul>

<b>Success Factors</b>	<b>What success looks like</b>
<b>Safety Always</b>	<ul style="list-style-type: none"> <li>• You and the others you interact with, go home unharmed by choosing safer behaviours</li> <li>• If something goes wrong, you report it immediately</li> <li>• You are adopting the new safety requirements with an open mind set</li> </ul>
<b>Efficiency and Reliability</b>	<ul style="list-style-type: none"> <li>• You are ready to do your tasks</li> <li>• Stepping forward to be self sufficient</li> <li>• Set up with the right equipment and organised</li> <li>• You look for ways to get the job done rather than talking about why you can't do it</li> </ul>
<b>Customer Focus</b>	<ul style="list-style-type: none"> <li>• Build strong relationships with all customers/clients and employees</li> <li>• Provides a service to our customers that go beyond their expectations</li> <li>• Identify any opportunities that may benefit our customers</li> </ul>



<b>Continuous Improvement</b>	<ul style="list-style-type: none"><li>• You make suggestions and identify ways to make things better</li><li>• Stay involved to make it happen</li><li>• You bring ideas and contribute to the final decision</li><li>• Avoid the trap of expecting others to solve your problems</li><li>• You bring an open mind set to change</li></ul>
<b>Courageous Leadership</b>	<ul style="list-style-type: none"><li>• Your behaviour reflects the Company's vision and values</li><li>• Lead from the front in health and safety practices</li><li>• Bring new ideas to develop our business</li><li>• Assist in providing a culture within PowerNet we can all be proud of</li></ul>

*Note: The above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager and may be included in performance review accountabilities.*

**Incumbent:** \_\_\_\_\_

**Date:** \_\_\_\_\_