



**SEEKA**  
KIWIFRUIT INDUSTRIES LIMITED

## POSITION DESCRIPTION

**Job Title: Avocado Administrator**

**Department: Commercial**

**Location: Main Rd**

**Reports to: Avocado Category Manager**

## ROLE OBJECTIVE

To provide timely and accurate administrative support to the Avocado team, coordinating events, and developing best practice administrative processing and reporting.

## KEY RESPONSIBILITIES

1. Ensure data integrity of database and administer grower contracts and grower files
2. Manage Clearance to Pick process including Maturity Testing, Spray Diary Clearance and Residue Testing Schedule
3. Liaise with Compliance Team regarding GlobalGAP requirements
4. Advise all relevant departments and personnel of data changes as they occur.
5. Provide administrative support for the harvest
6. Respond to all data queries from Growers, Business Manager and Seeka Entities Team members
7. Produce and manage avocado orchard maps
8. Administer GEM avocados managing grower licencing, tree orders, annual reporting and tree royalty payments.
9. Administer Hass avocado tree orders
10. Assist with avocado grower functions and field days
11. Work co-operatively with other personnel to ensure achievement of objectives.
12. Any other duties as required

## TECHNICAL KNOWLEDGE & EXPERIENCE REQUIRED

- Strong administrative experience in a similar role
- Understanding and knowledge of avocado industry
- Intermediate level in Microsoft Office Suite

## PERSONAL ATTRIBUTES

- Contribute to team development, share ideas and achievement of results
- Build rapport through listening and empathy
- Communicate clearly and succinctly
- Adapt to and work effectively in a variety of situations