



POSITION DESCRIPTION

Job Title: Communications Coordinator

Department: Grower Services Unit

Location: Seeka 360

Reports to: Marketing and Communications Manager

PURPOSE OF POSITION

The Communications Coordinator is part of the Grower Services Team and is responsible for coordinating internal and external communications to growers and other stakeholders ensuring a consistent message in line with the Seeka brand through all marketing channels and to provide administrative assistance to the GM Grower Services & Marketing, Marketing & Communication Manager and the Grower Services Unit.

FUNCTIONAL RELATIONSHIPS

Internal

GM Grower Services & Marketing
Marketing & communications Manager
Grower Services Unit
Technical Team

External

Growers
Suppliers
Contractors

RESOURCE MANAGEMENT

Financial Authorities

Nil

Staff Authorities

Nil

KEY RESPONSIBILITIES

FOUNDED ON RELATIONSHIPS

- Assist the Marketing & Communications Manager with implementation of the marketing and communications strategy and special projects as required
- Assist GM Grower Services as required with administration duties and coordination of meetings, calendars and travel bookings and itineraries
- Assist GSU and Technical team as required

MEASURES

- Tasks and projects are followed accurately and within best practice guidelines

QUALITY OBSESSION

- Coordinate with internal stakeholders to update and maintain website content, social media forums and marketing materials
- Aid in the development and delivery of accurate and timely grower reports
- Manage events including venue catering, equipment booking and assistance in setting up

MEASURES

- Seeka's media presence is accurate, fresh, relevant and compelling
- Seeka maintains brand consistency and a high standard of presentation to any internal or external groups

INSPIRATIONAL PEOPLE <ul style="list-style-type: none"> Support access, content and training in stakeholder tools such as Tableau, Grower App, Grower Website, and “the Source” 	MEASURES <ul style="list-style-type: none"> Users are supported to use the required stakeholder tools
GROWING FUTURES <ul style="list-style-type: none"> All communications and marketing materials are delivered considering sustainability 	MEASURES <ul style="list-style-type: none"> Growth in internal and external use of digital platforms for reporting and communications
INDEPENDANTLY INGENIOUS <ul style="list-style-type: none"> Prepare and deliver in-house publishing of newsletters, invitations and other publications 	MEASURES <ul style="list-style-type: none"> Messages and branding are consistent and the correct context used in all communications Internal and external communications are professional, engaging and timely
SAFETY ALWAYS <ul style="list-style-type: none"> Maintain a safe working environment and practices for all parties within the guidelines of the Health and Safety policies Actively comply with all Seeka policy, procedure and requirements Take personal responsibility for own safety, and for the safety of others 	MEASURES <ul style="list-style-type: none"> Seeka policy is followed, all incidents, hazards and nears misses are reported in line with Seeka requirements

The above Key Responsibilities are provided as a guide only. You are expected in your role to undertake any and all reasonable and lawful instructions and / or delegated tasks given by your manager, or someone in a position authorised to give such instruction.

PERSON SPECIFICATION	
Essential	Desirable
QUALIFICATIONS & EXPERIENCE <ul style="list-style-type: none"> Communications or related undergraduate degree or diploma level qualification Software/Technology: Previous experience using software and other computer based technology either in Seeka specific programmes or using a similar software platform 	<ul style="list-style-type: none"> Role specific knowledge: Entry level to 2 + years' experience in similar role
SKILLS, KNOWLEDGE & ATTRIBUTES <ul style="list-style-type: none"> Industry Knowledge: Experience working within kiwifruit, horticulture or primary industry Excellent attention to detail, grammatical and word skills Microsoft Office Suite: Intermediate Strong verbal and interpersonal skills: Able to communicate clearly and effectively and at the appropriate level with various types of people (i.e. with senior managers, colleagues and the public). Team player: Able to work effectively with others to achieve an optimal outcome. 	

- Strong written communication skills: Able to express in a written form the key information in a succinct and professional manner.
- Organised/time management/prioritisation: Able to take an organised approach to all tasks in order to prioritise them according to the demands of the business

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment; including but not limited to technological requirements or statutory changes. Such change may be initiated as necessary by the manager of this position. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

SIGNED IN AGREEMENT

By signing this document, I have read, and agree to the requirements of the role as outlined in the position description above.

_____ Date:
Signed in agreement by the employee

_____ Date:
Signed on behalf of Seeka Ltd