



POSITION DESCRIPTION

Job Title: Internal Auditor

Department: Commercial

Location: Gisborne

Reports to: Group Compliance Manager

ROLE OBJECTIVE

To add value and improve our operations by planning, executing and reporting on operational, regulatory and compliance related audits of Seeka Limited.

KEY RESPONSIBILITY: Audit Process

DUTIES

- To complete audits relevant to BRC, WQA, MPI, GlobalGAP, ISO, Zespri and Food Safety Programme documented systems on a frequency determined by risk and timeframe.
- Produce plans, reports, and corrective actions relating to audit outcomes and systems improvements
- To develop and update all quality systems, standards and procedures in conjunction with the Group Systems Manager.
- Ensure all facility documented quality systems are being managed effectively in the areas of; good practice, quality, meeting ZIL and MPI export standards, and BRC/WQA/Globalgap standards and local market Food Safety Programmes are being met.
- Responsible jointly with Group System Manager for Seeka Post Harvest – Documented Quality System, Class 1 and Seekafresh/Class II Manuals (Kiwifruit Class II, Avocado, Kiwiberry, Citrus, Persimmons)
- Keep up to date with industry specification changes (Kiwifruit, Avocado, Kiwiberry, Citrus, Persimmons)
- Trouble shooting where there are any documented quality system problems.
- Any other duties as reasonably required

KEY MEASURABLES

- All auditing processes are up to date and meet specified standards and procedures
- Systems within Seeka follow all relevant food safety requirements
- Systems and audits are developed in order to achieve the best outcome for Seeka

KEY RESPONSIBILITIES: Contractor Support Services

- Immigration Visa View checking and verification – maintain visa view database and issue of Seeka ID cards.
- Initial contact for new contractors for documentation collation prior to approval/sign off by Group Compliance Manager.
- Conducting engagement interviews with new contractors.
- Ensuring contractors engaged by Seeka are compliant to Seeka standards.
- Providing support and education to Seeka's managers, workers and contractors.
- Interviewing workers for legal compliance around Employment Relations Legislation.
- Checking pay records for NZ legal compliance.
- Maintenance of contractor databases.
- Ensuring standards are maintained across Seeka's core supply chain operations.
- Promotion of health and safety practices across Seeka's supply chain.
- Working with Post Harvest contractors to provide education and support to assist in becoming compliant to work on Seeka sites.
- Implementation and delegation of new 'ad-hoc' projects as and when required to improve contractor compliance performance.
- Management of labour contractors with broad guidance provided by Group Compliance Manager.

KEY RESPONSIBILITIES: Contractor Administration

- Contractors – scheduling of contractor visits.
- Administration, scanning of documents/database maintenance/ follow-ups/ initial information checks.
- Orchard/Post Harvest online induction management and administration.
- Weekly reports to Group Compliance Manager.
- Keeping contractor database current and regularly maintained.
- Ensuring their compliance with GlobalGAP requirements.

TECHNICAL KNOWLEDGE & EXPERIENCE REQUIRED

- Attain and maintain Zespri CCP2 – 6 qualifications
- Health & Safety: Awareness of H&S legislative requirements, and experience in the implementation of these
- Industry Knowledge: Experience working within kiwifruit, horticulture or primary industry
- Process Implementation: Experience implementing company process or policy
- Microsoft Office Suite: Intermediate
- Data Analysis: Experience extracting useful information and translating it into actionable objectives
- Qualification: Basic Audit course achieved
- Role specific knowledge: 2 + years in a similar role with specific experience in GlobalGAP, BRC and WQA food safety requirements, fruit categorization and fruit ordering systems

PERSONAL ATTRIBUTES

- 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).
- Self-motivated/Self-managed/Self-starter: Has an underlying concern for doing things better. Is self-driven, self-motivated and enthusiastic.
- Analytical and conceptual thinking: Able to analyse and synthesise experience, observations and information to evaluate options and identify patterns and future possibilities.
- 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
- Detail orientated: An ability to focus on details and ensure that tasks are completed to exacting standards

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 Limited