



A Responsible Care® Company

## **Business Administrator, IT/Finance Vacancy**

- **New Plymouth, New Zealand**

We are looking for an enthusiastic, organised and self-motivated person with a high level of initiative and drive to keep our Finance and IT Departments running smoothly and provide back-up support for our Receptionist.

You will have excellent problem solving, customer service and communication skills together with superb attention to detail and the ability to handle a demanding and diverse work load.

You will be an experienced Administrator/PA and have advanced computer skills in Microsoft Word, Excel & Powerpoint.

At Methanex we have the total package - very generous benefits (e.g. medical subsidy, up to 14.9% superannuation, life & disability insurance, company share plan and travel payments); competitive remuneration; employee development; flexible working options (many employees work 9 day fortnights); and the bonus of being based in New Plymouth which has been judged as NZ's best place to live and the best small city in the world!

By providing a workplace that offers the total package, we can better attract, retain and engage high calibre people and support them in developing and achieving their full potential.

Attached you will find the Position Description for this position. You will also need to return to the [Job Opportunities](#) page and either print or download a copy of our Application Form.

**NB: Only applications received on the official Methanex Application for Employment form will be considered. Please also enclose a copy of your current Resume/ Curriculum Vitae.**

Completed applications should be emailed to [jobsnp@methanex.com](mailto:jobsnp@methanex.com) or posted to:

Tracey Berrington-Smith, HR Advisor  
Methanex NZ Limited  
Private Bag 2011  
New Plymouth 4342

If you have any queries regarding this position please call Tracey Berrington-Smith, HR Advisor, on (06) 754-9719 or email [jobsnp@methanex.com](mailto:jobsnp@methanex.com)

**Applications must be received by 4pm, 12<sup>th</sup> March 2010**



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## POSITION DESCRIPTION

### POSITION INFORMATION

<b>Position Title:</b> Business Administrator, IT/Finance	<b>Date:</b> January 2010
<b>Incumbent:</b> Vacant	<b>Department:</b> IT and Finance
<b>Reports To (Title):</b> Manager, Finance <b>Signature:</b> <b>Date:</b>	<b>Approved by (Title)</b> Manager, Finance <b>Signature:</b> <b>Date:</b>

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### PURPOSE

- To provide effective administrative and organisation services to the Manager, Finance, the IT Team Leader and the Finance and IT Departments.
- To provide back-up support for the receptionist.

### DIMENSIONS

<b>Delegation of Authority</b>	- Direct Operating Expense	\$US15,000
	- Petty Cash / Stores Issue	\$200
	- Visa Purchasing Authority	\$1,000
<b>Number of Direct Reports</b>	- Employees	0
	- Contractors	0
<b>Number of Indirect Reports</b>	- Employees	0
	- Contractors	0

KEY ACCOUNTABILITIES	RESULTS/DELIVERABLES
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• Provide timely confidential secretarial, administrative and organisational support to the Finance Manager and IT Team Leader, including taking telephone messages, arranging meetings, filing, handling mail, operating fax and photocopy machines and preparing expense reimbursement claims.</li> <li>• Provide general administrative support to the IT and Finance functions encompassing finalising typed documents, maintenance of the filing and file tracking systems, scheduling appointments, organising meetings and travel.</li> <li>• Provides desk top application support via MS Office applications for word processing, spread sheeting, presentations and other associated software applications.</li> <li>• Manages the T:\ drives of the IT and Finance teams, including agendas, minutes, business calendar and action log.</li> <li>• Manages the M:\ drive of the Finance and IT teams, including presentations, agendas, minutes, business calendar and action log.</li> <li>• Input timesheets, leave applications and transport claims into the payroll system.</li> <li>• Provide administrative support for maintaining and reporting from systems, specifically: <ul style="list-style-type: none"> <li>- Incident reporting</li> <li>- Document Management</li> <li>- Corrective Actions</li> </ul> </li> <li>• Provide administrator support in updating, circulation and publishing of all controlled procedures for IT and Finance.</li> <li>• Administer department training and leave systems and make all necessary associated arrangements including data entry in to appropriate systems i.e. PeopleSoft.</li> <li>• Control and co-ordinate supply and maintenance of office resources, including stationary – Flexipurchase card, and raise stock demands for consumables held by on-site Warehouse on behalf of IT and Finance.</li> <li>• Co-ordinate and compile the weekly communications reports.</li> <li>• Prepare monthly KPI and management reports, including presentation of graphs and statistics for monthly Site Management Team meeting.</li> <li>• Co-ordinate and compile information required for weekly and monthly meetings.</li> <li>• Attend IT and Finance weekly and monthly team meetings.</li> </ul>

	<ul style="list-style-type: none"> <li>• Responsible for ensuring awareness of all controlled documents relating to this position as per Document Awareness Report from Document Management Database.</li> <li>• Work with other administrators to supply support for work overflow from other departments within Methanex New Zealand.</li> <li>• Other tasks as required from time to time within the range of existing competencies.</li> </ul>
<b>Finance Dept Only</b>	<ul style="list-style-type: none"> <li>• Maintain a flexi hours spreadsheet and RDO calendar for the Finance Department.</li> <li>• Manage the File Track system.</li> <li>• Assist in separating out monthly department expense reports.</li> <li>• Assist in creating budget and forecast templates and coordinating the compilation of budget and forecast data.</li> <li>• Provide back up and work overflow support for Financial Administrator, Accounts Payable.</li> <li>• Provide administrative support to AFE process, including raising, closing and filing AFE's.</li> <li>• Run daily production summary reports (DPS).</li> <li>• Run weekly production reports.</li> <li>• Record daily inventory balance in Supply Chain Database.</li> <li>• Receive shipping information from Port and record daily shipping information into production database.</li> <li>• Record daily trucking information into production database.</li> <li>• File all trucking information (purchase orders, invoices and load dockets).</li> <li>• Copy current electricity spot prices into production database.</li> </ul>
<b>IT Dept Only</b>	<ul style="list-style-type: none"> <li>• Filing of completed SSR Forms.</li> <li>• Assist IT Staff in maintaining accurate and up to date IS assets records.</li> <li>• Provide administrative support to various user groups within Methanex NZ.</li> <li>• Maintain various contacts lists required for the IT Team.</li> </ul>
<b>Reception</b>	<ul style="list-style-type: none"> <li>• Share the back-up support for the receptionist during meal breaks and absences to ensure a seamless reception service.</li> </ul>

<p><b>Methanex vision and values</b> Contributes to the organisational vision of Global Methanol Leadership and as a team member demonstrates the core values of integrity, trust, respect and professionalism.</p>	<ul style="list-style-type: none"> <li>• Demonstrated through feedback from team and leaders.</li> <li>• Undertakes all aspects of the role through living the Methanex values.</li> </ul>
<p><b>Responsible Care</b></p>	<ul style="list-style-type: none"> <li>• Conducts all business in a manner which supports the Responsible Care® ethic.</li> </ul>

<p><b>KEY COMPETENCIES</b></p>
<ul style="list-style-type: none"> <li>• Good public relations skills to interface with both internal and external customers and be able to re-direct general enquiries to the most appropriate person.</li> <li>• Adaptable and flexible.</li> <li>• Initiative to be pro-active in identifying opportunities to improve team efficiency, and assisting in other areas when workload permits.</li> <li>• Ability to maintain utmost confidentiality.</li> <li>• Advanced time-management, planning and organising skills.</li> <li>• Ability to work under pressure.</li> <li>• Advanced MS Office application knowledge including typing/Word Processing (Word), Basic Spread sheeting (Excel), Presentation preparation (Power point), and Access Database (desirable).</li> <li>• Excellent oral &amp; written communication skills.</li> <li>• Able to prepare basic correspondence, following verbal instruction.</li> </ul>

<p><b>KEY WORKING RELATIONSHIPS</b></p>
<ul style="list-style-type: none"> <li>• Manager, Finance</li> <li>• IT Team Leader</li> <li>• All members of the Finance Department.</li> <li>• All members of the IT Department.</li> <li>• Site Management Team (Manufacturing)</li> <li>• Business &amp; Department Administrators</li> <li>• All Methanex departments – internal/external customers</li> </ul>

<p><b>QUALIFICATIONS</b></p>
<ul style="list-style-type: none"> <li>• Membership of The Institute of Public Administration New Zealand (IPANZ) desirable.</li> </ul>

<p><b>OTHER REQUIREMENTS</b></p>
<ul style="list-style-type: none"> <li>• Above average communication skills</li> <li>• Self starter</li> <li>• Customer focussed</li> <li>• Excellent work ethic with a “can do” attitude</li> <li>• Current NZ driver’s license with suitable transport</li> </ul>