



## **Administrative Assistant Harrison & Hetherington**

**Harrison & Hetherington**

**Job Title: Administrative Assistant Harrison & Hetherington**

**Reporting to: Administration Manager**

### **Overall Job Purpose:**

To carry out administrative and associated duties on behalf of Harrison & Hetherington Limited in order to ensure an efficient and effective service for farmstock customers.

### **Primary Accountabilities**

1. To carry out all administrative duties in relation to the services provided by Harrison & Hetherington Farmstock Limited including:
  - Provision of daily sales reports for onward transmission to local media.
  - Liaising with appointed auctioneers in order to resolve post-sale queries.
  - Ensuring that all information required by relevant external bodies in relation to the farmstock business is transmitted timely and by appropriate means.
  - Attending off-site sales and providing administrative and clerical duties as required.
  - Arranging staffing requirements in conjunction with the Office Manager to ensure staffing is adequate for sales to provide a smooth service

In addition you may be required to:

- Carry out the necessary procedures for the commencement and termination of electronic sales recording.
  - Accept, record and bank monies received daily on behalf of the farmstock business
  - Reconcile daily monies received and paid.
  - Reconcile sales on termination
2. To provide absence cover for other members of the department as required.
  3. To improve the public perception of the company through face-to-face and telephone contact, providing information and advice to farmstock customers as required and attending agricultural shows as required.
  4. To provide administration support to other departments as required.
  5. To, as required, undertake all relevant administrative duties and sale clerking duties, including the preparation of mobile electronic equipment, operation of sales recording equipment, data input during sales and the accurate receipt and recording of information.
  6. To maintain current knowledge with regard to industry compliance.
  7. To have an awareness of Health and Safety issues with relevance for the company and to advise colleagues or seek further advice accordingly.
  8. To provide administrative assistance as required at any of the Harrison & Hetherington sites.

### **Secondary Accountabilities**

1. Other ad-hoc duties that the employer determines fall within the job-holders capabilities