

HORTICULTURE OPERATIONS SUPPORT ADMINISTRATOR

JOB DESCRIPTION



About Us

Pāmu is the brand name for Landcorp Farming Limited. We are a State Owned Enterprise and the largest pastoral farmer in Aotearoa New Zealand managing nearly 360,000ha over 110 farms.

Pāmu managers over 15 stations, 40 livestock farms, 42 dairy units, an orchard, several dairy support blocks, and calf-rearing facilities across the motu. We provide jobs for 630 permanent staff and over any 12-month period, we care for a total of 1.3 million sheep, deer, and cattle.

Our Values

Our values are core to who we are at Pāmu and the way we all work together.



SHOULDER-TO-SHOULDER

We work together, shoulder-to-shoulder, united as a team to ensure each others' safety and wellbeing; we bring out the best in each other and the communities we work in.



GENUINE

We are genuine, always keeping it real, considering our neighbours and our impact; we are easy to engage with and we always deliver what we commit to.



BOLD

We are bold in our vision, not afraid of the new; always growing and improving for a sustainable future in farming.



GROUNDLED

We are proud guardians of our land and our animals, and we are grounded in our connections with these; our proactive protection of the environment ensures a prosperous future for now and for generations to come.

Purpose of the Role

The Horticulture Operations Support Administrator will provide critical administrative support to the Horticulture Team, focusing on workforce logistics, compliance, procurement, and property management for the berry and avocado orchards at Kapiro.

Reporting to the Orchard Operations Manager, this role ensures the smooth onboarding, housing, training, and compliance of a high-volume workforce while collaborating with orchard managers, the Horticulture Business Manager, and corporate office personnel.

Scope and Scale

- The Horticulture Operations Support Administrator reports to the Orchard Operations Manager
- Location: Northland
- Direct Reports: N/a
- Budget: N/a
- Delegations (if applicable): As per Pāmu's Delegation policy
- Internal Relationships:
 - Horticulture team, neighbouring farm team, corporate staff
- External Relationships:
 - Contractors, job candidates, visitors

Key Responsibilities

- Workforce Management
 - Source and coordinate recruitment of seasonal and permanent staff for the berry and avocado orchards, liaising with recruitment agencies and local networks as needed.
 - Manage staff inductions, including preparing materials, scheduling sessions, and ensuring all new hires complete required onboarding processes.
 - Arrange housing for seasonal workers, coordinating with local providers and maintaining records of accommodation allocations.
 - Organise and track training programs, ensuring staff are equipped with necessary skills (e.g., orchard maintenance, harvesting, health and safety).
 - Handle administrative tasks such as timesheets, payroll submissions, and staff-related correspondence.
- Compliance Oversight
 - Support compliance with health, safety, and environmental regulations for the berry and avocado orchards, maintaining accurate records and documentation.
 - Support audits and certifications (e.g., food safety standards, worker welfare compliance), preparing reports and liaising with regulatory bodies as required.
 - Monitor and update staff training records to meet legal and Pāmu-specific compliance requirements.
- Procurement and Logistics Support
 - Assist Orchard management with procurement of supplies and equipment, such as tools, fertilisers, and packaging materials.
 - Coordinate logistics for orchard operations, including transportation of harvested produce.
 - Proactively identify procurement needs and maintain strong relationships with suppliers and head office procurement teams.
- Property Management
 - Coordinate repairs and maintenance (R&M) on housing and staff facilities, ensuring safe and functional living conditions for workers.
 - Conduct regular house inspections to monitor compliance with accommodation standards and address any issues promptly.
 - Liaise with contractors and service providers to schedule and oversee property-related work.
- Stakeholder Collaboration

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- Work closely with orchard managers to align workforce and operational needs with orchard schedules and goals.
 - Partner with the Horticulture Business Manager to support budgeting, forecasting, and strategic planning for the horticulture unit.
 - Act as a liaison with corporate office key personnel (e.g., HR, finance, procurement) to ensure seamless communication and resource allocation.
 - General Administrative Duties
 - Maintain accurate and organised records (digital and physical) using Microsoft Office and Pāmu systems.
 - Prepare reports, schedules, and updates for the Orchard Operations Manager and other stakeholders.
 - Handle inquiries and correspondence related to workforce, compliance, procurement, and property management activities.
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Knowledge and Experience

Essential

- Experience: 2+ years in an administrative, workforce coordination, or compliance role. Experience in agriculture, horticulture, property management, or managing seasonal staff is highly desirable but not essential.
 - Technical Skills: Proficiency in Microsoft Office Suite (Excel, Word, Outlook). Experience with HR, farm management, or property management software is a plus.
 - Organisational Skills: Exceptional ability to manage multiple tasks, prioritise effectively, and maintain meticulous records in a high-volume environment.
 - Communication: Strong interpersonal and written communication skills to engage with staff, managers, and external partners.
 - Proactivity: A forward-thinking approach to anticipating workforce, operational, and property needs.
 - Driver's Licence: A valid New Zealand driver's licence is essential due to the rural location and occasional travel within the Bay of Islands.
 - Highly organised with a keen eye for detail.
 - Collaborative and adaptable, thriving in a team-oriented rural setting.
 - Solution-focused, with the ability to address challenges proactively.
 - Passionate about supporting sustainable horticulture and workforce wellbeing.
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