

# POSITION DESCRIPTION



<b>Position Title</b>	Senior Administrative Assistant
<b>Career Level</b>	3
<b>Location</b>	North Sydney
<b>Position Type</b>	Permanent Full Time
<b>Business Unit</b>	Corporate Services
<b>Reports To</b>	Contracts Coordinator
<b>No. of Direct Reports</b>	0
<b>Date:</b>	September 2025

## About MLA

MLA works in partnership with the red meat industry and the Australian Government to invest in marketing, research and development activities to cattle, sheep and goat producers. Our core purpose is to deliver world leading outcomes that fuel global competitiveness, sustainability and producer profitability.

Our values:

- Integrity at heart - We are unwavering in our commitment to our stakeholders.
- Stronger together - We embrace diversity and collaborate to deliver impact.
- Future focused - We strive to continuously improve and push boundaries towards a better future.

## Position Purpose

To provide first class administrative support to MLA by setting up projects and contracts in MLA's systems and ensuring compliance with MLA's policies and procedures.

## Key Accountabilities

- Accurately record information in Project HUB / SAP including project, contract, milestone status and budget.
- Facilitate internal approval of projects and contracts in MLA's system in accordance with the Contract and Work Approval policy.
- Maintain communication with internal and external stakeholders in relation to the progress of their projects and contracts.
- Ensure the documentation, recording and retrieval of all contracts and associated information are recorded and accessible within MLA's systems.
- Liaise with Legal & Contracts team members to ensure all documents meet MLA's internal approvals.
- Work across business unit portfolios as required.

- Maintain team manuals, training material and guidelines.
- Provide solution-oriented guidance and recommendations to both internal and external stakeholders concerning all aspects of contract administration.
- Assist with training new team members on systems, processes and policies.
- Assist with ad hoc projects.
- Assist in the development of team templates.
- Work closely with and mentor junior team members.
- Contribute to the continuous contract administration operational process.
- Assist with the preparation of reports as requested.
- Carry out any other tasks as directed by the Contracts Coordinator.
- Comply with the Contracts teams ways of working and hybrid working principles and MLA's policies and procedures in relation to workplace health and safety as applicable

### Major Challenges and Complexities

Ability to manage multiple activities and priorities both planned and unplanned whilst maintaining a high level of customer service and efficiency and keeping to agreed Service Level Agreements (SLAs).

### Key Relationships

<b>Internal</b>	Contracts Coordinator Contracts Team Project Officers Team Finance Team Legal Team All other clients across all other business units within MLA.
<b>External</b>	External contracting partners

### Other (i.e. travel required, on call)

None

### Authority

#### What does the person have the authority to do?

- As per Delegation of Authority Policy.

#### What does the person need to seek approval for?

- Approval required for anything not included above.

### Essential Qualifications / Skills / Experience / Competencies

- You're a pro-active team player that knows when to roll up your sleeves to get the work done.
- You're focussed on finding solutions and achieving our team KPI's and enabling the business to achieve its commitments in MLA's strategic plan.

- You're customer focused and able to build trusted working relationships with internal and external stakeholders.
- You have high level of attention to detail, strong organisational skills and the ability to manage (and prioritise) multiple tasks simultaneously.
- You're able to build trusted working relationships with internal and external stakeholders.
- You keep calm under pressure particularly during high-stress situations and times of high-volume.
- You have excellent written and oral communication skills.
- You exhibit enthusiasm and a willingness to learn and actively partake in the transformation of our team and support the delivery of any new procedures and processes.
- You're tech savvy with strong Microsoft Office skills, heavily weighted towards Microsoft Word.
- You're a quick learner and adaptable.

<b>Desired Qualifications / Skills / Experience</b>
<ul style="list-style-type: none"><li>• Demonstrated contract administration, or project admin experience.</li><li>• Experience using SAP (or another Enterprise Resource Planning (ERP) system), CRM, SharePoint and ticketing systems.</li></ul>