



## POSITION DESCRIPTION

**Position:** General Manager – Soil Carbon Services  
**Reports to:** CEO  
**Location:** Suite 4, 128 Dangar St, Armidale, NSW 2350

### 1 PURPOSE OF POSITION

This position will play a critical role in the success of our Company. The ideal candidate will directly and enthusiastically engage and support clients through all stages of a soil carbon project. He or she will be (or is willing to become) very familiar with the soil carbon method, perhaps from personal experience. He or she will work closely with all our staff to deliver outstanding soil carbon services to our clients.

The ideal candidate will focus on three key priorities: keenest, honesty and outstanding client service.

### 2 PRINCIPAL RESPONSIBILITIES AND AUTHORITIES

#### 2.1 *Client Engagement*

- 2.1.1 Plan and execute a strategy for the Company to engage with new and prospective clients
- 2.1.2 Oversee and optimise the delivery of Company services to clients
- 2.1.3 Engage company staff to complete required tasks i.e. soil sampling, report drafting and mapping
- 2.1.4 Conduct (and train new staff to conduct) client briefings either in person or via video
- 2.1.5 Explain the next steps in a soil carbon project and find solutions and answers to questions
- 2.1.6 Issue invoices and draft, negotiate and execute soil carbon services agreements as required

#### **Skills**

- Public speaking
- Client liaison
- Project management
- Problem solving
- Leadership
- MS Word, Excel, PowerPoint and Outlook, plus Trello and Xero

#### 2.2 *Industry Engagement*

- 2.2.1 Learn and seek to continuously improve our public marketing initiatives
- 2.2.2 Participate in industry conferences, seminars, field days etc
- 2.2.3 Make considered contributions to media about the soil carbon industry
- 2.2.4 Interact with other industry participants to further the interests of all
- 2.2.5 Represent the Company in any relevant industry groups

#### **Skills**

- Excellent writing skills
- Excellent public and social media communications skills

**2.3 Office and Team Management**

- 2.3.1 Ensure projects are proceeding according to client and company expectations
- 2.3.2 Work with Financial Controller to manage prompt client invoicing
- 2.3.3 Lead a team of Project Coordinators across regional branch network

**Skills**

- Organisational skills
- Ability to work autonomously or as part of a team

**3 POSITION WORKING REQUIREMENTS**

- 3.1.1 Must be based in Armidale (potentially able to work remotely in future)
- 3.1.2 Must be employee with PAYG tax applicable (not contractor)
- 3.1.3 May work from home occasionally and by agreement

**4 REMUNERATION PACKAGE**

- 4.1.1 Information available upon request.

For more information, please contact Hamish Webb on 0427 587 150 or [hamish@precisionpastures.com.au](mailto:hamish@precisionpastures.com.au)