



Gloria Garnham orders stationery for the company, maintains supplies for the head office, assists John Collier in the preparation of monthly reports to management and the board, and prepares head office payroll.





Maurice Clarkson, head office accountant, talks with Colleen King, electronic data processing head operator, while Alison Roberts, assistant edp operator, puts data into the computer. HBF ties into the giant IBM 4341 computer owned by Wattie Industries, Hastings. Maurice Clarkson heads the computer department, handles all head office accounting, supervises all office staff, develops new accounting systems, maintains security and a high standard of working conditions at head office — among other jobs.





Roy Orange's cheerful grin has been with us for 44 years. He will be retiring at the end of July this year. Roy started with HBF Dannevirke as a junior clerk, earning one pound sterling a week. "This would buy 6-2/3 golf balls," he says, punching his calculator. "Today's starting salary would buy 50 golf balls." After four years in the army, Roy worked at HBF Takapau and Woodville, then became Dannevirke branch manager, Napier company merchandise manager and finally head office chief clerk. He is secretary of the Pension Fund, looks after payroll, Medicare, taxes, inventory and other functions. But his most time-consuming job is "answering general inquiries from people all over the company." Roy Orange, together with Maurice Clarkson, is credited with having made the recent shift of head office from one building to another in a super-efficient style, after hundreds of hours of detailed planning.





**Judith Shaw takes care of HBF Travel (formerly Stars Travel) accounts, reporting to John Collier. Judith earned her Bachelor of Economics degree from LaTrobe University in Melbourne.**





**Hilary Ramshaw handles wool sales accounts, Elm Products, and assists with shares. Hilary is studying for her Technical Certificate in Accounting.**





**Jan Hill, ledger clerk, handles the daily expenses, inward and outward cash, and reconciles bank statements.**



Karen Brady (standing) is supervisor of the creditors department, which includes Joyleen Talbot and Anton Epplett. They pay the company's bills, process invoices for the computer, and ensure that accounts are reconciled. Anton is studying for his professional accountant's qualifications at the Hawke's Bay Community College.





At the reception desk is senior typist-receptionist Susan Sandtmann, who recently replaced Deborah Clark who has transferred to HBF Travel, Hastings. Then there's Robin McCormick, secretary to the general manager and senior executives, and junior typist Maree Ward, who also receives visitors and handles the telex. Robin and Maree were pictured in the last issue of HBF INFO. Stella McIvor, meat marketing typist, will be included in a future feature on that department.







But the most important person is tea lady Irene Singer, without whose services the entire head office would screech to a halt.