

## **JOB / POSITION DESCRIPTION**

<b>Role</b>	Executive/Senior Administrator
<b>Contract Type</b>	Permanent - Part time
<b>Remuneration</b>	\$52,000 – 57,000 (gross) annual salary
<b>Location</b>	268 Stuart Street, Dunedin
<b>Direct Reporting</b>	Operations Manager <b>Caron Ward</b>
<b>Overall Reporting</b>	Chief Executive Officer <b>Rachel Wesley</b>
<b>Direct Reports</b>	
<b>Start Date</b>	As soon as possible

### **Role Description**

To oversee administrative services within the Business Services Team. Includes the support of company operations by providing high level executive secretariat services for the Chief Executive Officer, and Board Chair. Supporting the Operations Manager by maintaining office systems, administration of HR and Health & Safety and providing assistance to the wider Aukaha team.

### **Responsibilities**

#### *Executive Administration*

- Be the CEO and Board Chair point of contact as it relates to the business of Aukaha, anticipating needs, and analysing and assessing requests in order to screen and prioritise urgent matters. Troubleshoot and initiate action to facilitate resolution and problem solving. Exercise discretion and diplomacy, and maintain confidentiality to facilitate the optimal use of the CEO's and Chairs time.
- Autonomously and independently respond to issues, enquiries and communications on behalf of the CEO as appropriate.

- Manage the CEO's diary appointments, scheduling, organising and prioritising meetings often with conflicting deadlines.
- Undertake drafting correspondence on behalf of the CEO and Board Chair as requested.
- Management of the monthly Board report and provide secretariat services for Board meetings, and in between as required.

### *Office Administration*

- Establish and maintain effective working relationships and channels of communication with a wide range of internal and external stakeholders and partners.
- Collaborate effectively with colleagues to enhance the services Aukaha provides.
- Manage outgoing, internal and incoming office communications and marketing via all Aukaha communication channels. Includes the delivery of our regular Pānui to shareholders, and regular social media communication. Ensuring general customer enquiries are directed to the appropriate person or contractor as required.
- Manage hui administration, agendas and travel arrangements as needed.
- Assist the Operations Manager with developing and maintaining company policies, processes and procedures, ensuring they are streamlined and work efficiently as possible.
- Support the Operations Manager with HR administration and Health and Safety Management.

### **Key Relationships**

#### ***Internal***

- Strong relationship with CEO, management and staff of Aukaha
- Board of Directors
- Contractors
- Mana whenua and Rūnaka

#### ***External***

- Local and Government Authorities
- Universities
- Health Board and other agencies
- Clients of Aukaha

## **Key Skills**

- Proven experience as an Executive Assistant/Office Administrator
- Effective communication and interpersonal abilities
- Proven ability to anticipate and prioritise conflicting demands
- Knowledge of office management procedures
- Highly organised and professional
- Commitment to customer service
- Knowledge of Tikanga and Te Reo Māori
- Knowledge of HR and health & Safety legislation will be an advantage
- Ability to work independently
- Adaptive and flexible thinker