



ADMIN SUPPORT OFFICER
Job Description

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| Job Title; | Admin Support Officer |
| Tenure/Hours; | Permanent, 20 Hours per week Some out of hours work may be required from time to time. |
| Work Unit: | Frontline administration services |
| Responsible to: | Senior Management |
| Budget Responsibilities: | NIL |
| Delegations: | NIL |
| Wage: | \$ 58,240 per annum, (pro-rata) |

Basic Function: The Admin Support Officer is responsible for;

- Business support administration

Tasks include;

1. Frontline Reception Services
 - 1.1 Ensure reception presentation is professional with all current publications available in brochure stands
 - 1.2 Answer incoming calls, Waitaha reception emails, and general walk-through enquiries
 - 1.3 Direct enquiries to appropriate staff
 - 1.4 Record and distribute messages relating to enquiries directed for colleagues in their absence, and or according to instruction
 - 1.5 Provide refreshments to public if appropriate
 - 1.6 Direct public to meeting rooms as appropriate and or required
 - 1.7 Maintain In/Out Board in reception area
 - 1.8 Attend to telephone voice mail system at the beginning and end of each day, changing the message as required
 - 1.9 Maintain kitchen supplies
 - 1.10 Meet, greet, and respond to general enquiry
 - 1.11 Respond to and manage conference room online bookings

2. Administration Support

- 2.1 Photocopying and scanning
- 2.2 Maintain office filing system
- 2.3 Manage meeting room and conference room bookings
- 2.4 Maintain and order approved office supplies
- 2.5 Archiving documents and files where directed
- 2.6 Arrange couriers as required
- 2.7 Maintain key register
- 2.8 Arrange for and log building and property repairs
- 2.9 Organise vehicle services, warrant of fitness, and any repairs
- 2.10 Assist with bulk mail out projects

3. Iwi Registration Administration

- 3.1 Provide support for the administration of the iwi database

4. Secretarial support services

- 4.1 Organise catering for Board and sub-committee as directed
- 4.2 Ensure meeting room/venue bookings as required
- 4.3 Set up meeting room/venue and equipment as required
- 4.4 Photocopy meeting documents as required
- 4.5 Organise sign off for minutes and file as directed
- 4.6 Organise and book advertising as required
- 4.7 Organise Travel claim and meeting fee forms for Board and or sub-committee member meetings
- 4.8 Organise approved travel/accommodation requests
- 4.9 Take minutes for meetings as directed
- 4.10 Other Requirements
 - 4.10.1 Undertake other duties and projects from time to time as requested by the General Manager
 - 4.10.2 Attend and participate in team meetings, hui-a-iwi meetings, AGM meetings, Waitaha koeke meetings, wider Trust activities and team planning forums

5. Technical

- 5.1 A sound knowledge of Microsoft Office and Outlook
- 5.2 Database experience preferred
- 5.3 Photocopier machine

6. Mandatory

- 6.1 Current full drivers licence
- 6.2 Successfully completed a police record check

- 6.3 Ability to apply tikanga within the work environment
- 6.4 Not be affected by alcohol, drugs and any other detrimental substances whilst employed by the Trust
- 6.5 Office experience with exposure to reception and broad administration duties is an advantage

7. Working Conditions

- 7.1 Will work in an office environment.
- 7.2 Must be self-managing, well organised
- 7.3 Some training is provided

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| Reporting Accountabilities | General Manager |
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