

## TRONKNT Office Administrator Job Description

**Position:** Office Administrator

**Responsible to:** Environmental Manager & General Manager

**Key Relationships:**

External	Internal	Groups/Committees
<ul style="list-style-type: none"> <li>• Whanau, Iwi and Hapu</li> <li>• External providers</li> <li>• Stakeholders</li> <li>• General public</li> </ul>	<ul style="list-style-type: none"> <li>• General Manager</li> <li>• Environmental Manager</li> <li>• TRONKNT Contractors</li> <li>• Board Members</li> </ul>	<ul style="list-style-type: none"> <li>Kearoa Marae Committee</li> <li>Taharangi Marae Committee</li> <li>Te Paiaka Lands Trust</li> <li>Hakinakina Group</li> </ul>

**Key Purpose:**

To assist the General Manager and staff to ensure that:

- Administration functions and the TRONKNT office runs smoothly.
- That all administrative processes are followed correctly.
- Provide efficient and effective secretariat services for the TRONKNT Board.
- Support to the General Manager and Chair as required.

**Major Functions:**

*Office Administration*

- Meet and greet all visitors (by phone and in person) in a friendly manner and provide reception services as required.
- Monthly orders for stationery and consumables are made on time and in budget.
- Manage and record all inward and outgoing mail.
- Liaise with the office suppliers as required.
- Ensure a professional and hygienic workplace and that the office run smoothly.
- Administer room bookings and ensure that the kitchen and meeting rooms are safe and hygienic state at all times.
- Daily and monthly health & safety administration and checks.
- Provide 'first level' accounts processing and finance administration as required.
- Filing as required for internal and external audit purposes, including the creation of new files and ensuring filing system accurate and current.
- Provide database data entry and recording as required.
- Update and maintain website and facebook pages.
- All administrative functions carried out willingly with enthusiasm and a customer service orientation.
- Ensure that all administration processes are followed correctly.
- Other administrative support functions as directed and required.

*Board Secretariat/General Manager Support*

- Provide efficient and effective secretarial support services to the General Manager, Chair and Board, including meeting preparation, organizing catering, correspondence and presentations.
- Collate and prepare the Board packages and agendas for distribution to Board Members as per agreed timeframe.
- Record draft minutes of the Meetings for review within an agreed timeframe.
- Administering filing records and document management system.
- To participate and contribute to organisational events to ensure that the events run smoothly.
- Other administrative duties as required.

**Ideal person specification**

- Proven experience in a similar administrative/secretarial role preferably 3-5 years minimum proven experience.
- Evidence of competency in Microsoft Office applications, particularly Word, Excel, and PowerPoint.
- Knowledge and experience in minute taking and agenda preparation.
- A strong 'customer service orientation' with the flexibility to address the needs of internal and external customers with the ability to deal with a wide range of people including pakeke
- Knowledge and familiarity in working with tikanga Māori, supporting the principles of a kaupapa Māori environment and a commitment to working with others in a culturally sensitive and appropriate manner.
- Being able to manage multiple demands including the ability to prioritise tasks and deliver to deadlines.
- Respect for confidentiality; ability to deal with sensitive issues.
- Results focused with the ability to 'finish' tasks (a good finisher).
- Attention to detail, particularly with regard to written documents.
- Ability to follow policies and procedures.
- Self-motivated and able to work unsupervised, using own judgment and initiative when necessary.
- Ability to assimilate new knowledge quickly.
- A high standard of discretion, maturity, integrity, reliability and loyalty.
- Positive attitude.
- Calmness in a storm.
- Team player.