



## Tiaki Taonga Trust

Ra tu te kahikatea i roto i te kotahitanga. Kei tika te tupuranga hei pono te teiteitanga hei korowaitanga te aroha.

(The Kahikatea stands firm and proud amidst the security of unity, in this nurturing environment, it grows sturdy and upright, it grows tall and true, with integrity, itself ultimately evolving into a vital part of the mutually-reinforcing, interwoven cloak of caring and compassion for all others)

### Office Administrator Job Description

#### Office Administrator Job Purpose:

Ensures proper flow of office procedures and supports the office directors by carrying out common office duties. Maintains a positive and friendly company image by acting as the first line of contact to visitors, customers, and vendors in person, online, and via telephone.

#### Office Administrator Job Duties:

- Communicates with relevant agencies to produce travel itineraries for business directors and employee events.
- Arranges meetings by scheduling appropriate meeting times, booking rooms, and planning refreshments.
- Manages correspondence by answering emails and sorting mail.
- Assists in planning and arranging events, including organising catering.
- Handles expenses and billing cycles.
- Manages reception area and looks after visitors.
- Answers phone calls and transfers them, as necessary.
- Drafts, formats, and prints relevant documents.
- Maintains stock lists and orders office supplies as needed.
- Manages staff expense requests.
- Interacts with directors and carries out their requests.
- Creates agendas and takes meeting notes.
- Assists in purchase orders and invoicing.
- Maintains accurate records for employee holiday requests.
- Manages outgoing post and records data on special deliveries.
- Photocopies and files appropriate documents as needed.
- Attends workshops and conferences when requested.
- May take care of website functions and social media profiles.

#### Office Administrator Skills and Qualifications:

Prior Office Management Experience Preferred; Strong Attention to Detail; Ability to Work Without Supervision; Excellent Time Management Skills; Exceptional Communication and Customer Service Skills; Technical Skills, Including Proficiency With Microsoft Office Programs; Data Entry, Strong Prioritisation and Organisation Skills; Ability to Handle Confidential Information; Strong Record Keeping Skills; Presentation Skills, Including Welcoming Guests to Events; Ability to Multitask, Maori Language speaking is an advantage but not a necessity.