

Position Description			
Position Title	National Administrator (0.5 FTE)	Group	MD Other
Function	Administration	Department	MD Other
Cost Centre	AA	No. of Direct Reports / Total Reports	n/a
Position Reports to	Managing Director		

Primary Accountability
The National Administrator will ensure efficient and responsive administrative, organisational, and logistical support across NEC New Zealand. This role is essential in maintaining smooth operations, ensuring policy compliance, and providing support to the entire business, including high-level support to the Managing Director.

Areas of Accountability/Key Responsibilities
<p>Administration and logistical support for NEC NZ:</p> <ul style="list-style-type: none"> • Support meetings as required including agenda, room and facilities preparation, management of actions and notes or attending meetings as a representative and preparing subsequent briefings • Provide support to the Managing Director, including managing calendars and travel arrangements • Provide finance administrative support such as checking accounts before passing for approval and drafting invoices prior to financial processing • Raise Purchase Orders where appropriate • Organise events, catering and functions as required • Assist with special projects as assigned • Manage NZ Post requirements including organisation of procurement, system updates, provider liaison and invoicing • Travel management and bookings • Courier and mail management • Support the wider business with ad-hoc administrative tasks as needed • Manage SharePoint/intranet pages relevant to role and including administration of the Policy Library
<p>Executive Leadership Team Support</p> <ul style="list-style-type: none"> • Ensure efficient time management and cost-effective travel compliant with policy guidelines • Assist with coordinating external meetings where required • Organise international and domestic travel arrangements and prepare itineraries • Other agreed tasks to support the Leadership Team

<p>Facilities Management</p> <ul style="list-style-type: none"> • Ensure the efficient daily operation of the NEC offices • Manage the facilities supplier relationships <p>Communication</p> <ul style="list-style-type: none"> • Support communications on behalf of the Leadership team for internal audiences (within NZ, Regionally and Globally) • Support the preparation for Kōrero (Town Hall) Meetings • Manage NEC website queries as well as NEC main landline automated reception services.

<p>Challenges</p> <p>List 2 – 3 challenging aspects of the position</p> <ul style="list-style-type: none"> Ensuring policies are kept up to date and reviewed on a regular basis Supporting the Managing Director to be as efficient as possible All sensitive information is to remain confidential
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Qualifications/Industry Certifications	
Essential	Desirable
<ul style="list-style-type: none"> Substantial experience in similar roles 	<ul style="list-style-type: none"> Previous experience in a similar role

<p>Professional Experience</p> <p>Professional work experience and skills relevant to the position</p> <ul style="list-style-type: none"> Highly developed organisational skills with the ability to multi-task, prioritise and a high level of attention to detail Advanced proficiency in relevant computer software, including Microsoft Word, Excel, PowerPoint, and Outlook including diary management Proven administration experience An ability to deal with sensitive situations, display discretion and to maintain confidentiality at all times An understanding of business and commercial issues The ability to achieve a high-quality standard when completing all forms of correspondence including, letters, reports, proposals and presentations, including fast, accurate word-processing skills Excellent interpersonal and relationship management skills to work co-operatively in a team environment
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Decision Making	
Decisions made independently by the role	Decisions/recommendations made after consultation with Manager
<ul style="list-style-type: none"> Domestic travel bookings and fares management 	<ul style="list-style-type: none"> International travel bookings

Key Relationships

Internal	External
<ul style="list-style-type: none"> ■ Leadership Team ■ All NEC NZ staff ■ Executive Assistants from NEC Australia and NEC Global 	<ul style="list-style-type: none"> ■ Clients ■ Partners ■ Suppliers and Vendors

Work Health & Safety Obligations

Your health, safety and wellbeing is important to us at NEC. It is therefore critical that all employees take responsibility for the health, safety and wellbeing of themselves and others. To ensure a zero-harm approach and the well-being of all our people, you must comply with our policies and frameworks and ensure your own health, safety and wellbeing while at work and that your actions or inactions do not harm others.

Our Vision

Enabling secure identity and communication in a fast-moving world where every experience is connected.

Our Intention and Values

Diversify and grow customers, our people, and our capability and revenue streams.

<ul style="list-style-type: none"> ■ Innovation ■ Customer Centric ■ Courage 	<ul style="list-style-type: none"> ■ Collaboration ■ Excellence
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NEC Group Code of Values

The following core values are central to the organisations culture, attitudes and behaviour and it is expected that each employee will actively demonstrate their commitment to these values.

<ul style="list-style-type: none"> ■ Look Outward. See the Future ■ Think Simply. Display Clear Strategy ■ Be Passionate. Follow through to the End 	<ul style="list-style-type: none"> ■ Move Fast. Never Miss an Opportunity ■ Encourage Openness. Stimulate the Growth of All.
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