

Position:	Executive Assistant
Department:	Leadership Team
Reporting to:	CEO
Location:	Auckland / Marlborough
Date:	August 2020

Position Purpose:

To provide high level pro-active, quality and comprehensive personal assistance to the CEO, enabling them to undertake their role effectively and efficiently. This role will also provide administrative and secretarial support to the Leadership Team and Board.

Key Relationships:

External	Internal
<ul style="list-style-type: none">• Suppliers' i.e.<ul style="list-style-type: none">○ Conference Centres○ Caterers, etc.○ Travel Agents○ Retail / Wholesale shops• Community groups• Industry groups• The Board	<ul style="list-style-type: none">• CEO• Leadership Team• Management Team• All YWG employees

Key Accountabilities & Tasks:

1. Chief Executive Officer Personal Assistance

- Manage the CEO's diary that allows them to undertake responsibilities in a structured and planned manner.
- Pre-empt the needs of the CEO to ensure they are provided with information and resources to prioritise, prepare and undertake work activities in an informed way.
- Draft CEO communications and correspondence ensuring standards for document security, version control and document disposal is maintained at all times.
- Support meeting preparation e.g. PowerPoint presentations, meeting briefing notes.
- Coordinate meetings, take minutes and follow-up on all actions.
- When required, act as first point of contact to the CEO, screening and prioritising calls, enquiries and requests.
- Establish and maintain excellent stakeholder relationships.
- Prepare monthly credit card statement for approval.
- Make approved purchases as required.
- Maintain a high level of confidentiality and prioritisation of all matters.

2. Leadership Team / Board Administrative Support

- Coordinate meetings, take minutes and follow up on all actions.
- Provide administrative support and coordination of tasks.
- Arrange all travel and accommodation.

- Coordinate, prepare and present reporting requirements.

3. Office Management

- Manage the Auckland office ensuring supplies and services are available at all times.
- Coordinate relevant meetings and events including setting dates, advising the appropriate parties, collating information, organising catering, setting up meeting space, preparing agendas and distributing supporting documents.
- Work with Finance Team on FBT, invoice consolidation, and other financials for the CEO and Leadership Team.

4. Communications

- Manage the organisational communications strategy on behalf of the CEO.
- Own and manage the annual communications calendar.
- Coordinate planning cycle meetings and information sharing/preparation.
- Support the Visitor Experience and Events Manager with internal events, i.e. annual company gatherings.

5. Special Projects

- Provide support for special projects where required, for example planned office refits.

6. Health, Safety, Compliance & Standards

- Abide at all times to relevant legislation and the company's policies and procedures whilst acting within the capacity as an employee or whilst acting on behalf of Yealands.
- In relation to Health and Safety, environmental management, ethics, quality and food safety responsibilities:
 - Comply with relevant legislation and related company's policies, procedures and standards are adhered to at all times.
 - Actively participate in related training.
 - Identify to your Manager areas where conforming to existing procedures will adversely impact adherence.
 - Report improvements or incidents through the company's reporting system and ensure investigations are completed, improvements identified and implemented to manage risk.
- Work with 'best practice' in regards to food defence and food fraud procedures
- Actively participate in audits as required.

Person Specifications:

Education:	Certificate in Business Administration or similar
Experience:	2 -3 years' experience at a Senior Personal or Executive Assistant level
Specific Skills:	<p>Essential:</p> <ul style="list-style-type: none"> • Strong administration, planning and organising • Strong communication and interpersonal skills • The ability to build rapport and solid working relationships across all levels of the business • Proven ability to develop trust at Leadership Team and Board level • Advanced user of Windows based applications such as Outlook, Word and PowerPoint • Intermediate user of Excel • Sound knowledge of administrative policies, procedures and technology • Demonstrated experience in complex and sensitive environments • Proven minute taking experience • Demonstrates a get it done attitude <p>Desirable:</p> <ul style="list-style-type: none"> • Ability to resolve problems, make recommendations or decisions in a calm and timely manner

Core Competencies:

Performance

- Embraces the Health and Safety rules and regulations and applies the principles in all aspects of role
- Trained in and follows all SOP's to carry role specific tasks
- Ensures all tasks are carried out efficiently and to the highest standards
- Performs tasks to a commercially acceptable speed
- Takes responsibility for the task
- Makes decisions and resolves issues within own capability
- Keen to learn new skills and apply abilities
- Careful, picks up problems quickly and rectifies
- Promptly reports issues with possible solutions

Teamwork

- Is a team player and leads by example
- Fosters a positive working relationship with other team members
- Actively contributes as part of the team during meetings and team discussions
- Shares information; respects and supports others
- Performs fair share of workload

Yealands Values

- Attendance and time keeping to an acceptable standard
- Acts with honest and integrity, willing to go the extra mile
- Embraces the company mantra and builds upon the company culture

Leadership

- Provides clear instructions and direction
- The ability to build sound relationships and gain buy-in at all levels
- Proactively seeks to improve others' skills through training, coaching and feedback
- Resolves day to day issues and escalates to manager as appropriate
- Builds a supportive and cooperative team environment

This position description is intended to describe the general nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties, or skills required, and the employee may be required to perform other duties (that they are skilled to perform) as needed.

Employee and Manager Acknowledgement:

Employee Signature

Date:

Manager Signature

Date: