

APPENDIX ONE:
Job Description



POSITION TITLE:	Executive Assistant
LOCATION:	Tauranga, Head Office
REPORTS TO:	Chief Operating Officer (COO)

POSITION SUMMARY

The purpose of this position is to provide secretarial and administrative support for the Chief Operating Officer (COO) and the Chief Financial Officer (CFO). Discretion is required because of the confidential and sensitive nature and work. Office product suite functions require a high level of skill in terms of typing speed, accuracy and layout skills and strong written English skills are also essential.

From time to time support will also be required for other Head Office Departments and the position will provide assistance with general office administration.

KEY RESPONSIBILITIES

- First point of contact for the COO and CFO providing efficient and varied executive and administration support, while preserving confidentiality and professionalism
- General office and administration tasks as requested by the COO
- Calendar and email management, arranging meetings both internal and external
- Responding proactively to changing circumstances and competing priorities within strict deadlines
- Coordinating meetings, preparing agendas and drafting minutes, tracking and follow up of action items
- Extensive minute taking
- Support with board level papers and executive level presentations. Drafting reports and presentations on behalf of the COO and CFO
- Regular contribution to the company intranet
- Administer expense claims, accounts, invoices
- Electronic and hard copy filing
- Board and committee liaison, including setting up meetings, Board paper collation and distribution
- Booking rooms, organising catering and dial in details for meetings
- Administer expense claims, accounts, purchase orders
- Assist the CFO with the register of shareholders
- Social event and function organisation for Head Office
- General photocopying, filing, data entry and other administrative duties as required
- Cover and support for EA/PA as required

TRAVEL

- Prepare monthly travel reporting using an online reporting tool for Management
- Reconcile all travel invoices in a timely manner
- Organising travel and itineraries for the COO, CFO and Operations Departments – using travel agent’s on-line booking system
- Approval of travel bookings for all staff
- Reconcile the monthly travel invoices in a timely manner

GENERAL DUTIES

- Operate within the parameters of the NZX rules and regulations and CIP procedures and policies.
- Maintain a high level of competence with Craigs Investment Partners’ systems.
- Maintain the core competencies as set down by the firm from time to time.
- Complete all Company educational requirements as required for the role as set by the Company.
- Act professionally, ethically and work co-operatively and constructively within the framework of the company structure.
- Any other tasks as requested by your manager.

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> • Qualification in Computing and/or Business Administration (desirable)
Knowledge/Experience	<ul style="list-style-type: none"> • Demonstrated experience providing support to senior level management with at least five years’ experience working as a PA/EA • Previous minute taking experience at Board/Committee level required • A proficient user of Microsoft Office packages including Word, Excel, PowerPoint, and Outlook
Key Skills and Attributes	<ul style="list-style-type: none"> • Commercial / business acumen • Strong relationship management skills • Excellent communication skills, with the ability to communicate effectively at all levels of the business • High level of accuracy and attention to detail • A proven ability to plan and prioritise a program of work, to deliver results