

TAUHARA NORTH
No.2 TRUST



OFFICE ADMINISTRATOR-RECEPTIONIST – TAUPO (Fixed Term)

We have a vacancy for an Office Administrator-Receptionist in our Taupo Office. This is a fixed term maternity cover position for a 12 month period commencing in July.

Competencies required::

- Previous experience in office administration or reception
- Competent computer skills and understanding of new technology
- Clear and effective verbal communication skills
- Knowledge of Te Reo and Tikanga Maori
- Professional, well presented and approachable

Interested candidates should contact or send their CV to Donnarae Raukawa-Doughty, HR Manager at Donnarae.RaukawaDoughty@tauharano2.co.nz

Applications close 5pm on Friday 14 June 2019



POSITION DESCRIPTION

Position:	Office Administrator/Receptionist – Taupo Office (Fixed Term)
Reporting to:	Taupo Office Manager
Hours/Days:	40 hour per week
Location:	Tauhara North No 2 Trust Office
Date:	June 2019

POSITION OVERVIEW	The primary responsibility of this role is to provide office administration and reception support that contribute to the smooth and efficient day to day running of the Taupo Office.
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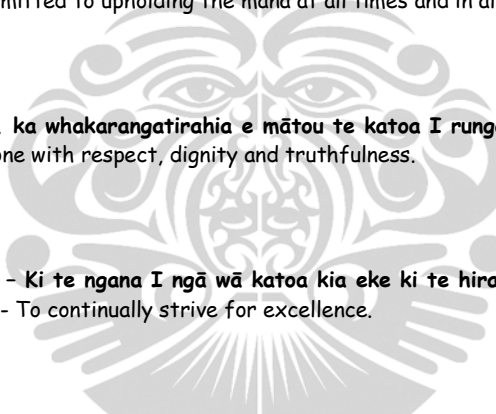
POSITION RESPONSIBILITIES	<ul style="list-style-type: none"> Office Reception Office Administration Finance Relationship Management Trust Values
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Accountability	Objective:	KPI's :
Office Reception	<ul style="list-style-type: none"> • Provide efficient reception and telephone duties • Ensure professional reception area is maintained 	<ul style="list-style-type: none"> • Professional reception duties maintained • Queries responded to quickly and efficiently • Reception area always well presented
Office Administration	<ul style="list-style-type: none"> • Oversee mail register, mail collection and distribution • Preparation of monthly Newsletter • Correspondence and document filing • Manage Office Supplies • Support Grants/Master Data admin • Minute taking at office meetings • Assist Master Data/Grants team with tasks as required • Maintenance of Nga Awa Purua access 	<ul style="list-style-type: none"> • Mail collected and distributed daily and recorded correctly • Newsletter distributed within set timeframes • Files able to be located at all times • Sufficient office supplies maintained • All information forwarded to correct department • Welcome packs sent out within timeframes • Minutes taking all correct • Tasks carried out within time frame • Correct procedure followed
Finance	<ul style="list-style-type: none"> • Manage Petty Cash • Manage Purchase Orders/invoices 	<ul style="list-style-type: none"> • Petty cash register maintained • Purchase Orders/Invoices processed according to Procedure • Register process followed according to Policy
People Engagement	<ul style="list-style-type: none"> • Develop positive relationships with staff, whanau and external stakeholders 	<ul style="list-style-type: none"> • Positive team environment evident • Positive whanau and stakeholder feedback
Trust Values	<ul style="list-style-type: none"> • Commitment to the Trust values 	<ul style="list-style-type: none"> • Trust values are evident in work ethics and behaviour



Key Attributes:	Excellent verbal communications skills Professional, well presented and approachable Demonstrated confidence and motivation Previous experience in office administration or reception Knowledge of Te Reo and Tikanga Maori Excellent Computer Skills and understanding of new technology Methodical with a good eye for detail Ability to foster and maintain good professional relationships
Key relationships:	Trust CEO Tauhara North No2 Trust Board Owners and descendants Internal Staff

Ngā Uara (Values)

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- ④ **Ngākau Māhaki** - Kia whiwhi māramatanga, kia whakaute ai ki te tūranga, ke te mana o tētahi.
Humility - To having a clear perspective, and therefore respect, for one's place and self worth
 - ④ **Te Ūtanga** - E ū ana mātou ki e pupuri I te mana I ngā wā katoa, I roto I ā mātou mahi katoa.
Commitment - We are committed to upholding the mana at all times and in all that we do.
 - ④ **Whakaute** - Ka whakaute, ka whakarangatirahia e mātou te katoa I runga I te pono.
Respect - We treat everyone with respect, dignity and truthfulness.
 - ④ **Ki te Whakawhanake Ake** - Ki te ngana I ngā wā katoa kia eke ki te hiranga tonutanga.
Continuous Improvements - To continually strive for excellence.
 - ④ **Whāinga Tukanga** - E ū ana mātou ki te rapu mātauranga, huatau hoki hei whakapakari, hei whakawhanake I te Tauhara North No2 Trust.
Purposeful Action - We are committed to pursue knowledge and ideas that will strengthen and grow Tauhara North No2 Trust.
 - ④ **Te Mahitahi** - Ka mahitahi mātou katoa ki te tiaki I ngā rawa ā te hunga whaipānga.
Teamwork - We will actively work together to protect the shareholders assets.
 - ④ **Pārekareka** - He mātai hinengaro tūturu I te wāhi mahi kia puta ai he āhuatanga pārekareka, whaihua hoki.
Fun - Positive psychology in the workplace in creating an environment that is enjoyable and productive.