

Te Whakaahuatanga Mahi – Position Description

Position: Kaiwhakahaere - Administrator
Term: 30 hours, Monday – Thursday, 8.30am – 4.30pm
Organisation: Wairarapa Moana Incorporation
Situated: Wairarapa Moana House, Masterton
Reporting to: WMI Secretary-Manager



Ngā Hononga Matua - Key Relationships

WMI Secretary-Manager
Office Manager, Masterton office
Executive Director, WMI
Committee of Management, WMI
Operational staff, Masterton and Taupo offices
Shareholders and descendant whānau
Advisors, accountants, consultants, clients.

Te Ahua o te Turanga – The Nature of the Position

To provide professional, high quality, and efficient business and cultural services through a range of administrative functions.

Ngā Kawenga Matua - Key Responsibilities

- To implement and support the Vision and Values of Wairarapa Moana Incorporation.
- To provide administration to all functions across the organisation.
- To encourage the use of te reo me ona tikanga, me Te Tiriti o Waitangi.

Ngā Tino Pūkenga – Essential Skills

- Previous experience in an administration role or other relevant position.
- Excellent written and verbal communication skills across a variety of channels.
- Able to work independently and as an effective and flexible team member.
- Work collectively to demonstrate commitment across all levels of the business.
- Knowledgeable, and with a logical approach to policies, systems, and procedures.
- A desire to understand relevant legislation.
- Proficient IT skills and experience with Microsoft Office.
- Trustworthy and comfortable dealing with confidentiality matters.
- Relates well to people at all levels and cultures.
- Strong organisational and planning skills with attention to detail.
- Excellent time management skills with ability to multitask and prioritise a varied workload.
- Self-motivated, proactive and shows initiative.
- Calm and capable with a positive 'can do' attitude.
- An understanding of Tikanga and Te Reo Māori.
- Holds a current New Zealand drivers' license.

Te Arotake - Review

The performance assessment and job description will be reviewed annually.

Reaching the primary objective will involve the following key tasks.

Ngā Mahi Matua - Key Tasks

Support the functions of Wairarapa Moana in the realisation of all plans including development, implementation and strategic.

Provide and maintain an office presence and contact point.

Manage reception and welcome whānau and visitors.

Administer mail, email and communication channels daily and review regularly.

Manage inventory of stock, stationery, and supplies.

Support the management of office systems; and general office equipment.

Support the day-to-day financial requirements including management of petty cash and disbursements.

Support the maintenance of buildings and grounds.

Support the Health & Safety officer as required; and report all incidents and hazards promptly.

Manage travel itineraries across the organisation.

Manage and administer applications for grants and scholarships.

Organise meetings, schedule appointments and oversee catering.

Support an integrated approach to WMI's communications and wider engagement.

Support the management of information collection, storage, distribution, archiving, and destruction.

Assist with administration of semi-permanent and permanent records.

Support the AGM, Pre AGM-Roadshows and other events.

Provide support to Treaty of Waitangi claims and related assignments.

Undertake professional development and training as necessary.

Report on outcomes of the key tasks.

Other tasks as required from time to time.

Our Vision

To nurture our people, our place, our future.

Our Values

Our over-arching philosophy is **Kaitiakitanga** – active guardianship which is underpinned by our values:

- **Tika** / integrity
- **Whānaungatanga** / communication
- **Rangatiratanga** / courage
- **Wānanga** / knowledge
- **Kotahitanga** / working together