

# PA/Office Assistant

## POSITION DESCRIPTION

<b>Company:</b>	McKenzie & Co. Consultants Limited
<b>Reports to:</b>	Matthew Boylan
<b>Location:</b>	Auckland CBD Office

### Purpose of role

To support the purpose and mission of McKenzie & Co. Consultants Ltd - to help to develop great places and people - whilst working collaboratively to provide excellent administration support, team support and human resource support.

### Key accountabilities

#### Personal assistance

Support a very busy and successful director with day-to-day duties, including;

- Diary management
- Proposal support
- Email inboxes
- Minute taking
- Workflow management support

#### Administration support

- Manage all day-to-day office requirements, e.g. procurement of supplies as required, stationery, refreshments, IT etc.
- Assist Finance Manager with developing/refining and implementing new and existing administration systems to ensure efficiencies
- Co-ordinate staff travel requirements as required
- Keep common areas tidy, e.g. board room, kitchen, copier area, binding area

#### Team support

- Assist with implementing Health and Safety measures as required by the Health and Safety coordinators
- Assist and co-ordinate internal IT hardware requirements to support IT consultant and the senior Managers

#### Customer Service

- Provide reception duties
- Meet, greet and sign in visitors in a professional and friendly manner when providing back up duties
- Answer calls coming through the main line in an efficient, professional, helpful and friendly manner
- Transfer calls or take messages efficiently and accurately

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### Competencies/skills required for job:

- Excellent time management and organisation skills
- Good communication skills – written and verbal
- Able to use initiative
- The ability to maintain relationships and work with a diverse range of people
- Excellent attention to detail
- Strong computer/data management skills – word, excel, power point
- High integrity and can maintain confidentiality
- Experience in a previous role

### Key relationships:

- Directors
- SMT
- Payroll
- All staff
- All clients
- General public

