

Job Description

Position: Executive Assistant
Reports to: Chief Executive Officer
Term: Permanent, Part Time

About NZKGI

NZKGI is the kiwifruit grower mandated national representative kiwifruit growers' association. NZKGI was established to enhance the commercial and political interests of New Zealand kiwifruit growers and works on the industry's behalf to lobby change in policy, whilst retaining and building community and local government relationships.

NZKGI's vision is a strong grower advocacy organisation that leads growers and engages with industry partners.

NZKGI's mission is to advocate, protect and enhance the commercial and political interests of New Zealand kiwifruit growers.

Purpose of the Role

The Executive Assistant is responsible for providing administrative support to the Chief Executive Officer and NZKGI staff as required.

Key Accountabilities

- Provide professional and timely administrative support to the Chief Executive and other team members as required
- Prepare meeting papers for NZKGI Executive Committee and Forum meetings;
 - Maintain an annual schedule of agenda items
 - Work with team members to schedule agenda items and invite external parties
 - Coordinate drafting of meeting papers including financial reports for Executive Committee meetings
 - Manage apologies, alternate and proxy details
- Be responsible for the preparation of minutes for both Forum and Executive Committee meetings providing a draft for CEO approval within 3 days of the meeting taking place.
- Be responsible for ensuring minutes are finalised, signed and stored
- Assist the Projects Coordinator with event preparation for BOP Young Fruitgrower competition as required
- Contribute to the organisation of the AGM and Annual report by providing project management support to the Communications Manager.
- Provide backup reception support if the KVH administrative coordinator is absent
- Work with team members to assist in formatting reports and presentations, organising meetings and booking of meeting rooms
- Assist with a variety of office projects and processes.
- Manage the NZKGI stakeholder contact lists
- Any other duties as required.

Other

- Work in a safe manner at all times ensuring knowledge of health and safety policies and procedures is current
- Report accidents and/or incidents immediately
- Follow all policies and procedures that may be introduced from time to time
- Work to agreed standards and meet or exceed performance goals
- Undertake other duties from time to time as requested

Competencies and Skills Required

- Demonstrated ability to take clear and concise minutes
- Ability to multitask and prioritise work
- Excellent time management skills
- Well-developed organisational skills
- Attention to detail
- Great verbal and written communication skills
- Professional discretion
- Outstanding keyboard expertise and technical ability, making good use of all available technology. Advanced knowledge of Microsoft Suite.

Key Relationships

- NZKGI Staff
- Kiwifruit Growers
- NZKGI Executive & Forum
- Zespri
- KVH
- External suppliers and stakeholders to NZKGI

Education & Experience

- Minimum of three years previous work experience in a relevant role

Limitations of Authority

- Limited to the financial delegations outlined in the NZKGI delegations manual
- May not discuss situations externally that may have financial, political or legal ramifications for NZKGI without input and agreement from the CEO
- Must not generally exceed the authority and responsibility described in this position description

This position description does not cover every aspect of the job. As a result these tasks and this description may be varied from time to time.