

Functional Role	Administrator
This role reports to	President NZIODA
Roles that report to this role	N/A
Purpose of role	The NZIODA Administrator is responsible for providing general administrative support, event coordination and take minutes for monthly NZIODA meetings to help ensure the efficient and smooth running of the Association.
Key Duties	<p>1) Administration tasks – [70%]</p> <ul style="list-style-type: none"> • Answering incoming emails, Facebook messages or enquires and re-directing as required • Taking minutes • Diary management and arranging appointments, booking meetings and facilities • Data entry • Arranging both internal and external events • Maintaining the associations website and social media • Providing administration support to the NZIODA President • Coordinating NZIODA regattas with various yacht clubs around the country. • Booking IODA regattas for traveling teams • Coordinating NZIODA Camps / Clinics across the year • Attend NZIODA regattas and assist with regatta administration. <p>2) Health and Safety compliance – [10%]</p> <ul style="list-style-type: none"> • Record and investigate incidents to determine causes in incident register <p>3) Accounts (in conjunction with the Treasurer)– [20%]</p> <ul style="list-style-type: none"> • Bookkeeping using the Xero Accounting Package. • Payment of all invoices including international fund transfers. • Overseeing of Travelling Team Accounts and communications with Team Managers. • Overseeing Eastern Beach/South Island Camp/ Whangaparoa Camp Accounts and communications with Camp Organisers Collection, reconciliation and follow up of Association Membership Fees.

General Responsibilities

- Be punctual and work the hours and times specified
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard
- Support and help develop a positive culture
- Demonstrate excellent interpersonal communication skills
- Responsibly manage all business resources within accountability levels
- Undertake all duties and responsibilities outlined in this Position Description and all other duties as required by the business
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the Association in good faith, promoting and protecting its best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

NZIODA Core Values

- Access
- Learning and Development
- Sense of inclusion to this community

Further reference can be found here:

<https://optimist.org.nz/vision-mission/>

Behavioral Competencies

- **Satisfies the Customer:** Checks needs and takes action to satisfy the customers' needs
- **Relationships and Communication:** Able to maintain positive, customer focused relationships and communicate well
- **Communication:** Ensures that information is passed on to others who should be kept informed.
- **Teamwork:** Works with other team members towards a common goal of exceptional customer experience and values the input and knowledge of others
- **Personal Effectiveness:** Organises and prioritises work while using time and resources wisely.

Previous experience

- Previous successful experience in an administration role supporting a team / Committee requiring you to work across multiple work streams (2+ years)
- understanding of IT systems would be a bonus
- Strong organisation skills, attention to detail and able to multi-task.
- Excellent computer skills with a sound understanding of computer systems and accounting programmes
- Customer Service experience and able to communicate effectively with stakeholders.
- Excellent written and oral communication skills
- Experience in tasks that require a high level of attention to detail and thoroughness in following through tasks
- Demonstrated ability to build and maintain effective relationships and working within a team
- Well-developed planning and organisational skills, including ability to prioritise tasks effectively and work under pressure
- Strong service focus, with the ability to communicate effectively with a diverse range of people
- Possess a strong achievement/delivery focus – sets high standards including accuracy and attention to detail
- Ability to work autonomously and within guidelines, demonstrating the use of sound judgement
- Demonstrated commitment to continuous improvement, including adaptability and openness to change
- Ability to anticipate issues and problems and think of creative solutions
- Displays personal integrity and an honest and ethical approach

Hours of work / location

- Work from home and at NZIODA regattas
- 15 – 20 hours per week part time with flexible hours