

Executive Assistant 12 month contract



Ruapehu District Council is seeking a temporary **Executive Assistant** to cover Maternity Leave.

Based in the Taumarunui this is a varied and exciting role that provides vital administration, co-ordination and organisational support for communications, policy and executive.

This role would suit an experienced secretary or PA who is technologically savvy, with a high level of literacy and great document formatting skills.

You will need to be highly organised, a clear and confident communicator with excellent interpersonal skills and be able to seek out and follow up on work in a proactive manner. The right fit for the team and their values is important; bright, unflappable, great sense of humour, with a genuine desire to muck in and help out.

This is a temporary (12 month) full time position reporting to the Group Manager – Customer Services.

Responsibilities include:

- Typing and formatting reports, proposals, letters, faxes and all other general correspondence.
- Advertisement creation and placement.
- Website, Intranet and Facebook administration
- Preparing Agendas and recording Minutes of meetings.
- Preparing presentations.
- Administrative and secretarial support to group members.

At a minimum you will need to have high proficiency in Microsoft Office products including; Word, Publisher and Powerpoint. Ideally you would also be proficient in Excel, Sharepoint and Adobe indesign.

Information including a job description for this position is available on our website at www.ruapehudc.govt.nz

Applications close 10 May 2017