

Corporate Services Administrator	
NAME	
TENURE	• 1 FTE • Permanent • Start Date:
PLACE OF WORK	Kelston
DEPARTMENT	Corporate Services
REPORTING TO	Administration Manager
DIRECT REPORT(S)	• Nil
FUNCTIONAL RELATIONSHIPS	• Corporate Services Administration Team • Property & Assets Team
TRAVEL	• Nil
PURPOSE OF THE ROLE	The purpose of this role is to provide efficient administrative, facilities, and operational support across the organisation, ensuring the effective coordination of reception services, meeting rooms, facilities, assets, and inventory. The role contributes to a well-organised and professional workplace environment by delivering timely administrative services, maintaining accurate records, and supporting employees with day-to-day operational requirements.
KEY ACCOUNTABILITIES	
Reception and Office Operations	• Act as the primary point of contact for visitors, staff, contractors, and external stakeholders.

	• Maintain professional and welcoming reception and office environments, including reception areas, seminar rooms, meeting rooms, and shared spaces. • Answer and triage phone calls, emails, and general enquiries. • Coordinate incoming and outgoing mail, courier deliveries, and document distribution. • Process and distribute confidential correspondence, including audiology reports and other sensitive information, in accordance with privacy requirements. • Manage reception displays, promotional material, and organisational communications, ensuring current events and celebrations are promoted appropriately. • Support catering arrangements for meetings, executive functions, and organisational events. • Coordinate office consumables and supplies, including stationery, paper, kitchen supplies, milk, tea, coffee, and related orders. • Ensure purchasing processes are followed, including obtaining purchase order numbers before purchases are made using organisational charge accounts.
Facilities and Meeting Room Coordination	• Provide administrative support for meeting room bookings, access, and readiness. • Support office operations through the coordination of facilities-related activities, equipment, keys, and contractor access. • Monitor office presentation standards and identify maintenance requirements as required.
Asset and Inventory Administration	• Receive, record, and distribute goods and equipment delivered to Ko Taku Reo sites. • Maintain the asset management database, ensuring information is accurate, current, and compliant with organisational requirements. • Coordinate the storage, tracking, and distribution of IT devices and equipment across New Zealand. • Support inventory management. • Coordinate packaging, dispatch, and courier logistics for devices, equipment, and other organisational resources. • Work collaboratively with Information Technology staff to support efficient storage, distribution, and collection of devices and equipment.
Team Building	• Actively engaging in problem solving and service improvements initiatives. • Maintain collegial relationships with other administrative employees. • Contributing to the organisation wide events and conferences as appropriate. • Ensuring adequate training and information is available for those substituting in times of leave of absence.

PERSON SPECIFICATION	
Experience and Knowledge Profile	Essential • Experience: ○ three to five years in administration ○ managing multiple calendars ○ booking travel through use of logistical skills and knowledge ○ in Financial, Human Resources, Information Management and Communication Systems • Superb skill in written and verbal communication. • Proficiency in Microsoft Office and other office productivity tools, with aptitude to learn new software and systems. • Strong skills in time management and the ability to organise and coordinate multiple projects at once. • Skill in systems, planning, implementation, reporting and presenting. • Ability to: ○ think strategically, creatively, innovatively, and be solutions focused ○ anticipate problems and to be proactive in problem solving ○ support and lead change ○ to see the big picture and work with details • Excellent interpersonal skills, and diplomacy. • Proficient in NZSL (or a willingness to learn). Desirable • Experience within Deaf and Hard of Hearing or Special Education settings. • Experience with, and awareness of, Deaf Culture and the Deaf community. • Knowledge of the New Zealand Education sector. • Knowledge and understanding of the core business of lifting student achievement and wellbeing, as this prioritises resources.
Key Competencies	Decision Quality / Sound Judgement Makes good decisions based on a mixture of data, analysis, experience and good judgement. Is sought by team members for advice, approval where applicable, and solutions. Planning Accurately scopes out timeframe, difficulties in tasks, resources required, sets objectives and goals, breaks down work into process steps and tasks; develops schedules and task/people assignment

	with thresholds for decision-making; reviews and measures performance and costs against goals and evaluates outcomes. Problem Solving / Analytical Skills Anticipates and adjusts plans for problems with pragmatism and a solution focus using rigorous logic; probes all probable sources and looks beyond the obvious for answers. Peer Relationships and Collaboration Professional relationships that provide for collaboration, consultation and professional growth. Excellent communication skills both written and verbal; builds excellent rapport, checks assumptions and open to the ideas of others. Interpersonal Savvy Excellent time management with ability to prioritise and multi-task. Reliable and efficient, adaptable, dynamic and articulate. Professional Integrity and Trust Accountable, reliable and transparent. Builds and maintains trust with direct and kind communication. Consistently takes personal and full responsibility. Authentic reflective practice.
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SIGNED:

DATE:

(enter name)

Julie Thompson
Administration Manager