OFFICE ADMINISTRATOR

Job Description

As of 1 December 2024

About Karori Community Centre

Karori Community Centre (KCC) is a vibrant and welcoming multi-purpose place, for people of all ages, cultures and interests to positively connect. We host a wide variety of community activities and events and provide our people with an affordable space to meet, learn, relax, keep a fit mind and body, get support, do business, host an event and hire mobility equipment.

KCC is located at 7 Beauchamp Street – behind the Mobil Station in the heart of the town centre. The building is owned by Wellington City Council (WCC) and managed by the KCC Management Committee. The Management Committee employs staff to run the centre on a day-to-day basis. KCC also employs a Youth Development Worker who leads a team of volunteers to run the Karori Youth Centre (KYC). KYC currently operates three afternoons each week.

The Staff and volunteers at KCC act in a professional manner so those using the Community Centre have a warm, inspiring, human experience.

About the Role

The Office Administrator reports to and provides administrative support to the Community Centre Manager. You assist with the general management and maintenance of office systems, processes and procedures (invoicing, building maintenance, H&S and reporting and office administration).

As part of the KCC team, you will also provide if required, general reception and admin duties, provide cover for other staff on leave, be involved in one off events, and any other duties reasonably requested by the centre manager.

The role is for 18-25 hours per week, or more as agreed in advance. The hourly rate will be $27.80/ hour.

Accountabilities

Operations & Support

* Effectively and efficiently perform all office administration duties.
* Effectively and efficiently perform all reception duties.
* Support events planned by KCC.
* Manage the KCC cleaning contract and ensure the premises are kept to a reasonable standard of cleanliness.
* Deliver a high standard of service by being customer focused and provide a warm, inviting, clean and tidy environment to visitors and users of KCC.
* Liaise with providers to arrange building repairs.
* Provide administrative and/or secretarial support to the Management Committee, AGM and other meetings as required.
* Arrange office supplies as required.
* Establish effective relationships with users of the KCC, across the community and with key stakeholders.

Health and Safety

* Undertake Health and Safety inspections and ensure that H&S procedures are in place at the KCC.

Finance

* Setup and generate invoices on behalf of KCC in Xero.
* Provide support to other staff supporting the finance function.
* Support the Centre Manager with the provision of timely financial and performance reporting.
* Be able to set up payments ready for approval in Xero should that be required.

About you

* Well organised with the ability to establish and follow efficient procedures in a timely way.
* Ability to be flexible and work as an effective and collaborative member of a small close-knit team.
* Committed to the implementation of the Treaty of Waitangi.
* Excellent customer care skills, experience and ability to engage with a diverse public.
* Good communication, interpersonal and networking skills.
* Excellent time management skills.
* Highly self-motivated, take initiative and demonstrate a proactive approach to problem solving and improvement opportunities.
* Flexible, adaptable and composed.
* Good knowledge of Xero and Microsoft programmes.
* Committed to ongoing personal professional development.