

## Job Description

# EA Support & Team Administrator

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<b>Date</b>	May 2026
<b>Location / Business Unit</b>	Auckland
<b>Reporting to</b>	Chief Technology Officer
<b>Functional Relationships</b>	Auckland Executive Technology Manager and Group FCM and other travel/accommodation providers EAs, Facilities, Office & Team Administrators RNZ People Leaders & Kaimahi
<b>Position Type</b>	Permanent, Part-time

### Te Tūranga - About the Role

To provide high quality customer service to the Auckland Executive & Senior Leadership and the wider RNZ team by delivering smooth, effective and coordinated administration support.

## Te Mahi - About the job

- Coordinate diaries and manage inboxes to support and assist the executive and senior leadership team in Auckland to effectively perform their roles.
- Provide general administrative support, report and presentation writing
- Organise meetings for Auckland Executives, Senior Leaders and their teams, including coordinating attendance, sending invites and follow up communications.
- Coordinate and welcome guests and visitors to Auckland office to provide a great first experience at RNZ.
- Manage office supplies and stationery for teams in Auckland teams.
- Coordinate and organise catering and equipment for team workshops, office events and RNZ functions.
- Manage travel bookings for executives and senior leadership team in Auckland and all international travel arrangements, including flights, insurance, accommodation, transport, visas, and itineraries.
- Provide support for the RNZ Incident Management Team during an emergency event.
- Collaborate with other administration roles to improve process and provide an efficient and cohesive experience.
- Follow RNZ processes to complete financial tasks including purchase orders, invoices and expenses.

## Ōu Pūkenga - About You

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• No formal qualification required</li> <li>• Full NZ drivers licence preferred</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience in administration, coordination and logistical support</li> <li>• Knowledge and experience in the effective use of Microsoft Suite packages including Outlook, PowerPoint, Teams, Excel and Word</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Strong customer service focus</li> <li>• Able to adapt to change, is flexible in approach</li> <li>• Positive attitude and energy and have an enthusiastic approach</li> <li>• Ability to interact positively and maintain good stakeholder relationships</li> <li>• Excellent written and verbal communication skills</li> <li>• Collaborative team player</li> <li>• Able to take the initiative in challenging situations, but also work well as an integral part of the wider corporate teams across the organisation</li> <li>• Willingness to work flexible hours if required</li> <li>• Maintains strict confidentiality of all sensitive, personal, and organisational information.</li> <li>• Demonstrates respect for diverse cultures, identities, and perspectives</li> </ul>

# Te Ahurea - Our Culture

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## RNZ Attitudes

RNZ Attitudes are all about how we work. These attitudes are how we demonstrate our culture through our everyday actions, behaviour and decisions. They drive how we do things, what we value and what's expected of us. They exist so that RNZ is a culture for everyone to enjoy and flourish in.

**be BOLD**

We're bold and think big. We find a way to make things happen. We learn best by doing. We believe that trying and failing is better than not trying at all.

**Day Every Better**

We deal with problems or new tasks with energy and creativity. We try new things, we evolve and we move fast.

**Manaaki**   
**tanga**

We encourage people to flourish. we extend love and compassion to others and nurture relationships. We have collective strength and cherish individuality.