

Basketball in Aotearoa has experienced strong growth during the last decade with more people playing, watching, and becoming fans.

This is an exciting time for basketball. Basketball is New Zealand's fastest growing major sport. Our national teams are playing more frequently than ever before and our recent inclusion in the FIBA Asia Zone sees Basketball New Zealand with more international presence than ever before. The local leagues, competitions and tournaments are getting bigger each year. Participation numbers are through the roof and more sponsors are looking to basketball to help their cause.

OUR VISION

**A hoop in the heart of every
community**

OUR MISSION

To inspire Basketball into more lives

TITLE OF POSITION	Office Manager
LOCATION	Wellington, Full time position

PURPOSE OF THE ROLE

To provide confidential, high quality and efficient secretarial support, personal assistance and administrative support to the Chief Executive and the Board, as well as providing administrative assistance to the Senior Leadership Team.

SPECIFIC DUTIES & RESPONSIBILITIES

Executive Support to the CEO

- Prepare and format correspondence, documents and presentations
- Assist with the CEO with special projects as required
- Book flights/travel/accommodation for the management team as required
- Organise Meetings as per request of the Board and Senior Leadership Team, including but not limited to stakeholder, Community Advisory Group meeting.

Maintaining the CEO budget and expense claims

- Assist the CE with special projects as required Provide secretarial support to the Board
- Facilitate and attend Board meetings – book venues, meeting rooms and arrange catering
- Reminders and deadline follow ups for CE and Board calendars
- Communicate and liaise with board members to ensure travel and accommodation is booked in advance
- Collate agendas and ensure papers and documents are presented and distributed in a timely manner using the online board tool
- Minute taking and distribution in a timely manner
- Annual General Meeting – facilitate and coordinate AGM.
- Ensure documentation and notifications are presented and distributed as per The BBNZ constitution i.e., Notice of meeting, submissions, nominations, agenda and minutes
- Liaise with Local Associations to confirm the AGM attendance
- Collate AGM voting papers



Office Management Tasks

- Opening, sorting and distribution of all mail.
- Oversight and distribution of inbox for bbnz@nz.basketball.
- Maintaining office supplies (including but not limited to stationery, tea/coffee, sanitation).
- Manage equipment (including but not limited to phones, laptop and photocopier)
- Prepare and manage the administration budgets and forecasts. Organise all staff functions (including but not limited to birthdays, farewells and Christmas Function).
- Facilitate inhouse meeting room bookings, ensuring the rooms are always ready for meetings. Oversee office use and tidiness.
- Maintain staff contact list.
- If required, help with accounts administration
- Lead the Health and Safety Management of the office.

Functions

- Help organise and facilitate Corporate function and corporate hospitality at international events when required.
- Work within Health and Safety policy and maintain a safe and healthy environment.
- Any other duties as the CE requests from time to time.

GENERAL DUTIES & 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 workplace culture. Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job 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 business in good faith, promoting and protecting the business's 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.



SKILLS, EXPERIENCE & EDUCATION

- A tertiary qualification is preferred.
- Previous experience in providing executive / personal assistant services to a senior executive. Demonstrated ability to deliver accurate work on time within a busy office environment.
- A commitment to quality and a strong customer focus.
- A high level of organisational, time management and prioritising skills. A high level of written and oral communication skills.
- An understanding of budget and budget management.
- Excellent listening skills, with the ability to synthesise information from complex discussions. Well-developed interpersonal skills with the ability to work with all people at all levels.
- Excellent computer skills particularly in the Microsoft Office suite and particularly Word, Excel and PowerPoint together with an understanding of databases.
- Discretion and the ability to handle high level confidentiality.
- An ability to quickly adapt, to operate in a changing work environment (flexibility).
- An ability to work independently and as part of a team.

