

POSITION DESCRIPTION

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| Position | Personal Assistant |
| Report to | Executive Assistant |
| Direct Reports | Nil |
| Business Unit | Shared Services |
| Location | Christchurch |

POSITION PURPOSE

To provide assistance to the Executive Assistant and National Management team of Calder Stewart Construction with an efficient and effective administration support by undertaking a wide range of administration functions and taking an active role in the smooth running of the team's day to day responsibilities. To provide effective and professional liaison with key clients, staff and executive leaders outside of the Calder Stewart environment.

POSITION OBJECTIVES

- To provide assistant and administrative support to the Executive Assistant and National Management Team.
- To manage, process and reconcile accounting-based functions as delegated.
- To manage construction systems ensuring data is up to date and administration activity is produced on time.
- To maintain the job set-up in the projects database (HubSpot)
- Undertake miscellaneous tasks to assist and support the Construction team.

KEY RESPONSIBILITIES

Health & Safety requirements are addressed in all operations and project planning

KEY RESULTS

- All work is carried out in a safe manner and in accordance with company H & S policies
- Throughout the workday H & S practice is observed and action taken if practices are unsafe

Coordinate and ensure all staff meet required deadlines, relative to projects including but not limited to monthly reports

Provide general administrative services to the National Management Team

Receive incoming correspondence and distribute as appropriate

Advise Executive Assistant and National Management Team of matters requiring their personal attention or action

Maintain diaries; arrange and facilitate meetings, appointments, and travel details

Prepare correspondence, reports and emails as requested

Receive and host visitors as required

To coordinate monthly Board report summaries from National Management Team

Ensure all requests for word processing or data entry are logged and assigned a time frame

Word processing of design-build proposals, tenders, reports, and other confidential documents as required by the National Management Team and Customer Communications Manager

As required, attend management meetings and take minutes

To meet with Senior staff to discuss and prioritise weekly workloads

- Health and Safety responsibilities for this role are met as per Appendix 1 of this document.
- All documentation achieves 98% accuracy, presentation is of an extremely high standard, and deadlines are met 100% of the time
- All administrative work is completed to a high standard and completed within required timeframes
- The team receive their correspondence promptly
- The team is notified of issues in a timely manner
- Diaries are kept up to date with no overlaps.
- Meetings and appointments are appropriately coordinated
- There are appropriate breaks between meetings to allow for travel and the unexpected thereby preventing double bookings
- Travel and accommodation is booked as requested
- All correspondence is effectively prioritised and completed in a timely manner
- All visitors are welcomed and entertained as appropriate
- Board Report is prepared, accurate and submitted within the required time frame
- All requests for word processing or data entry are logged and time frames assigned are viable
- Work is completed to the desired standard
- Work is delivered within agreed timeframes and in close consultation with the person who requested the work
- Confidentiality is strictly maintained
- Work is completed to the desired standard within the given time frame
- Presentations of tender registrations and submissions are accurate and finished to a high standard
- Minutes are accurately and concisely recorded and delivered in a timely manner with key tasks and actions requiring attention identified
- Tasks managers were assigned at the meeting are followed up on and weekly status documented
- Strong working relationships with senior management are established

Accounting Administration

On a monthly basis, reconcile monthly credit card statements

Take responsibility for minor financial aspects

Generate invoices and claims for the National Management team

Manage Special Projects as delegated by the Executive Assistant and National Management Team from time to time

General

Event management

Administrative Support tasks

Facilitate effective communication between the National Management Team and other Calder Stewart business units

Make and confirm travel and accommodation arrangements for the National Management Team and the wider Construction Team as required.

Undertake any other duties as may be reasonably requested by Calder Stewart management from time to time.

- Weekly meets are held with senior management and workloads/priorities are discussed and actioned
- All reconciliations are processed and completed to required timelines
- Invoice approvals are processed accurately and in a timely manner
- Purchase Orders for consultant invoices are raised accurately and in a timely manner
- Invoices and claims are accurate and completed to required deadlines
- Special projects are effectively managed through to a successful conclusion.
- Administrative support for Special Projects is confidential, effective, and timely
- Client social events are well managed and successful.
- Social club events and staff functions are well managed and successful.
- All requests are completed in a professional and efficient manner
- Administration work is delegated as necessary to ensure deadlines are achieved and work is up to date
- All Regional Managers are aware of the National Teams availability/movements
- Travel and accommodation is booked as requested
- All duties are undertaken as and when required

KEY RELATIONSHIPS

Internal

- Executive Assistant
- National Management Team
- General Counsel
- Regional Managers
- Regional Administrators
- People & Capability team

External

- Construction Clients
- Consultants

- Other Calder Stewart staff

PERSON SPECIFICATIONS

Essential

- Proven experience in a PA role where administrative support was provided to more than one manager
- Proven experience in a coordinator role involving project work
- Proven experience in developing and maintaining administrative procedures
- Proficient in MS Office (Advanced) particularly in Word, Excel, PowerPoint and Outlook)
- Minimum typing speed of 60 wpm
- A commitment to providing quality customer service
- Professional personal presentation
- Strong communication skills – verbal and written
- High attention to detail and can demonstrate a high level of presentation for all work presented
- Demonstrates initiative and is proactive in addressing potential problems
- Sound ability to follow both verbal and written instructions
- Maintains confidentiality in the handling of all company information
- A welcoming and open manner in person and over the phone
- Remains calm and courteous in pressure situations
- Adaptable and flexible to the demands of the role
- Capable and enthusiastic team player
- Professional attitude at all times
- Proven organisational and time management skills, including the ability to manage conflicting priorities
- Well-developed interpersonal skills
- Strong communication skills written, verbal and non-verbal
- Self confidence in dealing with internal and external clients at all organisational levels

Desirable

- Construction knowledge advantageous
- Workplace First Aid Certificate
- Microsoft Project would be of benefit
- Knowledge of Sharepoint desirable



Our Vision

**New Zealand's
property and build
partner of choice.**

Our Purpose

**Build a strong
future – for our
people, our
customers and
the communities
that we live and
work in.**

Our Values

**FIND A
WAY.**

We are open minded and continually work together to solve day to day challenges, identifying new opportunities for the future

**PLAY
FAIR.**

We are committed to respecting and supporting each other, being upfront and honest in the way we work and communicate

**BE
LOYAL.**

We are building on the legacy, keeping our word, creating trust and support for our teams and our customers

**OWN
IT.**

We take ownership of our wellbeing, our work and the work of our team.