POSITION TITLE:	Team Administrator
LOCATION:	Technology Department, Head Office
REPORTS TO:	Head of Technology

POSITION SUMMARY

The focus of the Team Administrator role is to provide active, day to day administration support to the Head of Technology, Head of Technology and the wider Technology department. This will include supporting the team in scheduling meetings and workshops, updating documentation, meeting minutes, creating reports, and maintaining financials.

KEY RESPONSIBILITIES

ADMINISTRATION

- Ensure that correspondence adheres to business standards.
- Set up and maintain effective electronic and paper filing systems and procedures, develop new systems as required enabling quick access to information.
- Management of software licensing, including procurement and management of licenses for users across critical systems.
- Management of Technology department vendor contract documents and a schedule of renewals and expiry dates.
- Maintain confidentiality of documentation and information as required and as appropriate.
- Manage the leave calendar for the Technology team.
- Scheduling meetings, workshops, interviews and booking rooms.
- Document creation and reviews.
- Event organisation.
- Maintaining and enhancing the Technology team intranet page.
- Recording minutes for Team and Steering Committee meetings as required.

FINANCIAL ADMINISTRATION

- Raising, managing and reconciling Technology team purchase orders.
- End of month invoice processing and reporting against budgets.
- Budget management and key involvement in the annual budget process.
- Raising, monitoring and managing lease agreements.

REPORTING

- Monitoring, documenting and reporting on Team KPI's, financials, project progress and other metrics.
- Responding to requests for information.

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CONTINUOUS IMPROVEMENT

- Maintaining work relationships with managers, staff and steering committees.
- Provide input into the continuous improvement of departmental processes and procedures.
- Active participation in achieving the department's key strategic goals.
- Fostering a delivery and customer focused culture within the team.
- To contribute and share best practices and experiences.

GENERAL DUTIES AND RESPONSIBILITIES

- Operate within the parameters of the NZX rules and regulations, relevant legislation and CIP procedures and policies.
- Maintain a high level of competence with Craigs Investment Partners' systems.
- Follow company policy and process to ensure client information is protected against loss, unauthorised access, use, modification of disclosure.
- Maintain the core competencies as set down by the Company from time to time.
- Complete all Company educational requirements as required for the role as set by the Company.
- At all times follow Company prescribed administrative processes and policies, including use of supporting systems.
- Act professionally, ethically and work co-operatively and constructively within the framework of the Company structure.
- At all times act with integrity and treat clients fairly and respectfully.
- Any other tasks as requested by your manager.

PERSON SPECIFICATION

Qualifications	• University entrance
Knowledge/Experience	• Project administration experience 3+ years (desirable) • Financial services experience (desirable)
Key Skills and Attributes	• Excellent time management and organisational skills • Strong written and verbal communication skills • High level of accuracy and attention to detail • Self-starter with the ability to show initiative • Intermediate-Advanced Microsoft Office user • Microsoft SharePoint user (desirable)

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