

# CENTRE ADMINISTRATOR



**Reports to: Centre Manager**  
**Key relationships: Centre staff & families**  
**Authority level: as agreed with CM**

## WHY YOU'RE HERE

At BestStart, we stand up and stand out for our children, families and communities. We're leaders in the early childhood sector, we make a difference and we love what we do. We pride ourselves on being an inclusive team. We encourage our people to bring their unique selves to work. If you're passionate about making a difference, you belong here.



### WHAT YOU'LL DO

- Create a warm and welcoming first impression that lasts!
- Be a key advisor for all enrolment enquiries, information about the applications, fees and subsidies to help our families navigate ECE sector with confidence.
- Lead, drive and continuously improve BestStart's filling systems and administration strategies.
- Maintain and implement accounting procedures and processes that we all can be proud of!
- Manage and ensure timely delivery of reports, feedback and reviews.
- Champion the administration of our centre bookings and payment methods with accurate and timely information shared with our families/whanau.
- Support centre operations on all levels, you will get to help with childcare, cooking, shopping and more!
- Look after your team and help them maintain various records with outstanding accuracy and pride.
- Represent and promote BestStart as a great place to be!
- Any other duties as required to fulfil your position



### THE SKILLS, KNOWLEDGE AND EXPERIENCE

- A broad background in general office administration, accounting methods and delivering on deadlines (1+ years).
- Top-notch engagement skills that enable you to work with anyone and create inspiring and long-lasting impressions!
- A passion for all things administration and an ability to help and coach others to understand the importance of accurate records keeping.
- A love of collaborating with people from all parts of the business, great customer service skills and comfort speaking with all levels of stakeholders from the CEO to our children.
- Be known as an expert in your role – learn new processes and understand how to implement them quickly and easily.
- A drive to get things done accurately and never afraid to fail fast, try again and find a new way to do things.
- Loads of curiosity, you are known for asking questions, you read (a lot) and acquire an awesome understanding of ECE sector fast!



### HEALTH & SAFETY

- Actively promote and role model health & safety awareness
- Complete health & safety training as required
- Identify, report and escalate risks, health, safety and environmental hazards within the workplace and take appropriate action
- Understand and meet, any legally binding health & safety regulations relevant to the workplace