



WHANGANUI  
founded in  
**1892**



WAIRARAPA  
founded in  
**1896**



MANAWATŪ  
founded in  
**1902**



HOROWHENUA  
founded in  
**1987**

## Office Administrator

### Kaupapa | Purpose

The role adds value to both the Facilities Management team and wider UCOL through exceptional customer, financial and administrative support. To provide high-quality administrative support to the facilities management team and provide excellent customer and operational service to all UCOL employees. This role ensures all departmental financial transactions are organised and processed. Manages the vehicle booking system, vehicle maintenance and issuing of vehicle packs. Provides quality customer service through the reception and processing of customer requests for service (all campuses).

Reports to: Manager Facilities Management

### Tō mātou tirohanga roa | Our vision

Whakairohia he toki, tāraia te anamata | Learning with purpose, creating our futures

### Tō Mātou Pūtake | Our purpose

Te Pūkenga provides excellent and quality education opportunities that support learners, employers and communities gain the skills, knowledge, and capabilities Aotearoa needs now and for the future. Learners and their whānau are at the centre of all we do.

### Tā mātou whakahaerenga | Our Organisation

UCOL's roots began in 1892 in Whanganui, joined by Wairarapa in 1896, Palmerston North in 1902 and Horowhenua in 2017. Adapting to the growing needs of a young nation, UCOL's innovation and agility has a compelling track record.

UCOL in its many forms has been part of the community for more than a century. We are a proud example of a successful Institute of Technology and Polytechnic. We have a rich heritage and much to contribute to the future of vocational learning. UCOL is a valued and essential partner and is known for leading vocational education and training opportunities



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## Ngā mahi | Do

Setting up new suppliers/contractors on the system, including validation checks for the supplier/contractor

Raising purchase orders, coding and checking FM invoices for payment, and arranging approval through Tech One following FM delegations.

Administering the FM ledgers, including review and journaling of miscoded accounts; liaising with finance, as required

Receive and effectively process accounts enquiries in consultation with other staff, as required.

Carry out financial transaction processing (e.g. expense/outgoing recharging, account reconciliations, energy analysis), as required

Reconcile rents received and any other recoveries for leased properties.

Manage vehicle bookings through the Vehicle Booking system, including safe storage of vehicles in the fleet compound, return of keys/pouches and update of vehicle running data in the system; liaise with faculty staff as necessary to ensure efficient use of UCOL vehicles.

Educate vehicle users on how to operate the Vehicle Booking System correctly.

Monitor online vehicle booking emails and arrange rental vehicles as required.

Manage vehicle servicing, repair and WOF bookings with the service provider, ensuring vehicles have current WOF, REGO and road user charges.

Carry out other vehicle fleet administration tasks such as organising van driver training, accident management, monitoring use/misuse of vehicles and logging any breaches in Protecht, private vehicle charging, review and processing of fuel card charges and on-charging of vehicle usage costs.

Provide a professional and friendly welcome to customers and visitors attending the FM Reception Desk.

Manage the car parking permit system, assisting both staff and students in its use and undertaking digital approvals.

Processing of the semester car parking permits and salary deduction calculations for semester parking.

Daily mail processing including: inwards mail sorting, external mail bag, and other inter-campus mail delivery (as required).

Ordering and issuing of kitchen and office supplies to staff.

Liaise with Day Cleaner re consumable supply levels and ordering, as required.

Arrange inter-campus delivery of paper supplies as required, ordering via Digital.

Treat all internal and external customers and stakeholders in a courteous and respectful manner, including fellow team members.

Perform filing and physical records management for the FM team.

Update FM Intranet pages as required.

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## Pūkenga | Have

Relevant administration-related qualifications such as NZ level 3 Certificate in Business (Administration/Accounting), as a minimum, preferred and relevant skills and experience, preferably with financial accounts and fleet management experience.

At least 3 to 5 years' experience, preferably in a facilities/trades environment.

Customer service qualification or experience essential.

Microsoft Office skills to moderate level of skill required.

Experience in using Hardcat® or other Asset Management or Maintenance system an advantage but not essential.

Experience working in a tertiary education environment would be desirable but not essential.

