

APPENDIX ONE:
Position Description



POSITION TITLE:	Executive Assistant to the Head of Investment Strategy Group & Head of Specialised Wealth
LOCATION:	Auckland
REPORTS TO:	Head of Investment Strategy Group (dotted line to Head of SWAT)

At Craigs Investment Partners (Craigs), we are focused on helping our clients to achieve their financial goals and grow their wealth. We believe that where a client's financial future is concerned, our people are fundamental to achieving this. Our collective skills, knowledge and commitment means that we can provide the best possible outcomes for our clients.

The Executive Assistant is responsible for supporting the Head of Investment Strategy Group (ISG), Head of Specialised Wealth Advisory Team (SWAT) and the ISG and SWAT teams. The position provides high level administrative support, including diary management, email management, travel management, and other documentation and report preparation. This also includes supporting the ISG and SWAT teams with continuous improvement initiatives, such as reviewing documentation management, establishing collaborative workspaces, identifying administrative technology enablers, and reviewing ways of working to ensure the ISG and SWAT team administration is completed in an effective and efficient manner.

WHAT I DO

ADMINISTRATIVE SUPPORT

- Complete diary management, including scheduling internal and external meetings, including assisting with the management of external stakeholders or providers for the Head of ISG and Head of SWAT.
- Make travel arrangements for the ISG and SWAT teams.
- Complete email management, filtering and prioritising for the Head of ISG and Head of SWAT.
- Support key projects which impact the operation and delivery of the ISG and SWAT teams.
- Support preparation of presentations, management reports, business cases, Board Reports and any subcommittee meeting requirements.
- Provide minutes / actions for Committees and meetings, following up actions as needed.
- Prepare expense claims for the Head of ISG and Head of SWAT and processing invoices for payment.
- Assist with the preparation and monitoring of budgets for the ISG and SWAT teams.
- Provide cover for other Executive Assistants as required.

CONTINUOUS IMPROVEMENT

- Support the ISG and SWAT teams with documentation controls, creating consistency in document management.
- Establish collaborative workspaces, providing the team with clarity of ways of working for common tasks.
- Identifying administrative technology enablers, leveraging AI to complete routine administration.

- Review team ways of working to ensure the ISG and SWAT team administration is completed in an effective and efficient manner.

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 or 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.

WHAT I VALUE



At Craigs, we pride ourselves on creating an environment where our people feel they belong and can bring their best self to work and feel valued. We grow as a team and with our clients and are always looking to support our communities – both internal and external. Our values build the foundation of how we work and how we provide great outcomes for our people and our clients.

WHAT I BRING

- Prior Experience as an EA support at a senior executive level
- Experience in New Zealand financial services industry.
- Knowledge of investment advisory industry (desirable).
- Effective management of relationships within an organisation, including engaging with senior managers and Board members.
- Experience working in medium to large financial services/corporate organisations
- Demonstrated continuous improvement experience
- Strong written and verbal communications

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- Effective time management and organisational skills
- Demonstrated ability to prioritize tasks, manage conflicts and maintain high levels of confidentiality
- Strong experience and knowledge of Microsoft suite

NZX RULES REFERENCED WITH LEGISLATION AND POLICY

The NZX Participant Rules can be found electronically at the following address -

<https://www.nzx.com/regulation/nzx-rules-guidance/participant-guidance>

CIP policies can be found on the Staff Intranet.