

# POSITION DESCRIPTION

Te Ropu Wahine Maori Toko I te Ora | The Maori Womens Welfare League Inc



**Title:** Office Administrator

**Reports to:** Kaiwhakahaere

**Location:** National Headquarters, Wellington

Te Ropu Wahine Māori Toko I te Ora | The Māori Women's Welfare League ("the League") is currently seeking an Office Administrator to support our national operations.

The League has been at the forefront of advocating for Māori women and whānau for over 70 years with branches established throughout Aotearoa New Zealand. Its focus is on supporting Maori women and advocating for improvements in public service and policies affecting Maori communities. The League has become a vital force in shaping government policy and delivering practical support, such as community health initiatives, educational campaigns and family services.

<b>Our vision</b>	Hine Titama te pō, Hine Tīrama te ao, ake, ake, ake.	
<b>Our mission</b>	Puritia ki ō tātau ake kawa, ki ō tātau mātauranga me ōna tikanga ki te hāpai i te rangatiratanga ō tēnā wahine, o tēnā wahine; o tēnā whānau, o tēnā whānau.	
<b>Direct Report</b>	The Kaiwhakahaere, National Headquarters	
<b>Key Relationships</b>	<b>Internal</b>	<ul style="list-style-type: none"><li>- Kaiwhakahaere</li><li>- National President and National Vice President</li><li>- National Executive Committee</li><li>- Regional Executive Committees</li><li>- Kaimahi/staff/contractors</li></ul>
	<b>External</b>	<ul style="list-style-type: none"><li>- Service Providers under contract</li></ul>

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Reporting to the Kaiwhakahaere the Office Administrator provides efficient and professional administrative support to ensure the smooth day-to-day running of the League. This role is responsible for coordinating office systems and processes, supporting members and staff and ensuring that meetings, travel and accommodation are well organized. The Office Administrator is the first point of contact for many stakeholders and plays a key role in maintaining a welcoming and organised workplace.

Key Result area	Key Accountabilities
<b>1. General Administration</b>	<ul style="list-style-type: none"><li>– Manage incoming and outgoing correspondence, phone calls and emails.</li><li>– Maintain accurate records, filing systems (both electronic and paper-based) and databases.</li><li>– Prepare, format and distribute documents, reports and presentations as required.</li><li>– Ensure office supplies, stationery and equipment are ordered and maintained.</li><li>– Maintain expense records as required.</li><li>– Provide support to Dr Mere Skerrett on the Pukapuka project.</li></ul>
<b>2. Meetings Coordination</b>	<ul style="list-style-type: none"><li>– Arrange meeting, including preparing the agenda in consultation with the Kaiwhakahaere, taking minutes and following up on action points.</li><li>– Arrange catering, venue bookings and equipment set-up for meetings.</li><li>– Support the League in the organization of special events, workshops and hui.</li><li>– Always reflects the values of the League in all exchanges.</li></ul>
<b>3. Travel &amp; Support</b>	<ul style="list-style-type: none"><li>– Arrange travel and accommodation for members and staff, ensuring cost-effective and timely bookings.</li><li>– Provide support to the National Executive Committee and Kaiwhakahaere to ensure smooth logistical arrangements.</li></ul>
<b>4. Office Systems and Processes</b>	<ul style="list-style-type: none"><li>– Develop and maintain efficient office systems and procedures.</li><li>– Always ensure confidentiality and security of information.</li></ul>

**5. Other Duties**

- Provide reception support, welcoming visitors and responding to enquiries.
- Support the Kaiwhakahaere and senior management team with general administrative tasks.
- Undertake any other reasonable duties required to support the effective operation of the League.

<b>ESSENTIAL</b>	<ul style="list-style-type: none"><li>- Previous experience in an administration or office support role.</li><li>- Strong organizational skills with the ability to prioritise tasks and manage competing deadlines.</li><li>- Excellent communication and interpersonal skills with a professional and approachable manner.</li><li>- Attention to detail and a high level of accuracy</li><li>- Ability to maintain confidentiality.</li><li>- Reliable, flexible and proactive.</li><li>- Able to work independently as well as collaboratively as a team.</li><li>- Experience working in a Māori setting.</li><li>- Friendly positive disposition, calm under pressure and high work ethic.</li></ul> <p>Able to travel within Aotearoa when necessary to fulfil the requirements of the role</p> <p>Competent with Microsoft 365, Outlook, Teams, Zoom, Powerpoint. Embraces technology to positively assist the League's work.</p> <ul style="list-style-type: none"><li>- Self-reflective. Aware of own limitations and motivated towards own development. Comfortable to seek advice for sound decision making.</li></ul>
<b>PREFERRED</b>	<ul style="list-style-type: none"><li>- League member</li><li>- Knowledge of the workings of the League</li><li>- Conversational Te Reo Māori</li><li>- Familiarity with kawa and tikanga</li><li>- General knowledge of Te Ao Māori and Māori politics.</li><li>- Can articulate the significance of Te Tiriti o Waitangi to the wellbeing of wāhine Māori and whānau.</li></ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>- A certificate or diploma in business administration, office management or related field (preferred but not essential).</li><li>- A clean and full current driver's license.</li></ul>