

POSITION TITLE	Personal Assistant/Office Administrator Part time, minimum 20 hours per week, flexible hours
OBJECTIVE OF POSITION	Ensure the successful administration for Learning Architects and provide support for the Managing Director
REPORT TO	Managing Director
INTERNAL RELATIONSHIPS	Bookkeeper, marketing, PLD facilitators, Leadership consultants, shareholder/co-founder
EXTERNAL RELATIONSHIPS	Ministry of Education, clients, accountant, business advisors, partners and collaborators
RESPONSIBILITIES	<ul style="list-style-type: none"> ● Uphold company values and kaupapa ● Operation and continuous improvement of company systems - database, task management system, Team Portal, website, MoE PLD system, Coach Accountable, Gallup Access ● General admin and marketing support ● Ensure CRM system is accurate and up to date ● Supporting the Managing Director with day to day activities as required
TASKS	<ul style="list-style-type: none"> ● Project administration and communication ● Monitoring tasks and projects including milestone reporting ● Organise and confirm travel arrangements ● Organise events, seminars and workshops ● Diary management ● Monitor scheduled work programmes for Managing Director ● Check time entries for accurate billing ● Data entry, data checking, and running reports ● Communications and administration support for projects and with internal and external stakeholders ● Send out regular feedback forms to clients ● Support marketing and promotional activities ● Support induction of new staff ● Other tasks as required
HEALTH AND SAFETY	<ul style="list-style-type: none"> ● Follow Learning Architects Health and Safety policy and procedure.
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> ● Self-motivated and able to work independently ● Excellent communication skills ● Collaborative team player ● Positive and professional manner ● Flexible, calm and resourceful under pressure ● An ability to see tasks to completion ● Willingness to learn new skills as required
LIMIT OF AUTHORITY	<ul style="list-style-type: none"> ● Expenditure for travel for Managing Director ● Purchase of office supplies as required ● Expenditure related to events, promotional activities, and assessments