

Administrator – Full Time - Auckland

Do you have passion and commitment to working with Pacific Communities?

About us:

Mapu Maia provides a holistic service to individuals, families and communities that is culturally appropriate and effective. We offer free, professional and confidential counselling services and education.

We value:

- **Relationships.** We believe in placing people first in everything we do and remain focused on who we are reaching out to in our work. We believe relationships are the foundation of who we are.
- **Culture.** Our culture, language, identity, spiritual beliefs, and physical and mental-being is centre to who we are. Our well-being is obtained when all these are in balance.
- **Respect.** We believe that respect is shown in all aspects of our work; in our language and behaviour towards each other and the communities we work with.
- **Collectivity.** I am not one, I am us. We belong to a collective; we value that as Pacific, we belong to a family, to a community, interacting towards a shared purpose.

About the role:

We have an exciting opportunity for an Administrator to join our team.

As our Administrator, you will provide administrative services and coordinate activity of the team by managing incoming calls, email inquiries and office visits and ensuring the needs of visitors and clients are met in person and on the phone.

The role is 40 hours per week and is based in Auckland.

Your responsibilities include:

- Implementing and improve administrative procedures for enhanced productivity.
- Organizing and maintaining documents and records.
- Maintaining workplace cleanliness and promote company culture.
- Responding to inquiries from internal and external parties.
- Assisting in communication and coordination between teams.
- Providing accurate and timely data entry.
- Manage and route phone calls appropriately.
- Schedule in-house and external meetings.
- Ensuring tidy and presentable meeting rooms.
- Assisting in preparing meetings for management and leads.
- Managing incoming mail and distribute to recipients.
- Managing travel and accommodation arrangements.
- Completing word processing, mail, filing, and document management duties accurately.
- Managing and process referrals on the database.
- Conducting comprehensive audits and report findings.
- Arranging internal and external events and catering.
- Supporting the recruitment administration process.

As the successful candidate, you will have:

- Strong administrative and organizational skills.
- Attention to detail and accuracy in data entry.
- Excellent communication and customer service skills.
- Ability to coordinate and collaborate between teams.
- Proficient in office software and equipment.
- Previous experience in a similar role preferred.
- High school diploma or equivalent required.
- Fluency in a Pacific Island language is desirable
- Great team player with a good sense of humor
- Restricted or Full Driver License

Experience in a similar role is advantageous but more importantly, we are looking for someone with a great attitude and willingness to learn.

What we offer:

- Five weeks annual leave
- One day of birthday leave
- 12 days of sick leave
- Flexible working environment
- Medical insurance
- KiwiSaver
- Competitive salary based on skills and experience
- Latest smartphone and laptop
- Phone plan
- Career development and training opportunities
- Use of company vehicle for work purposes

We pride ourselves on our supportive and collaborative team culture, and we are looking for someone who shares our values and is committed to delivering exceptional service to our clients.

Note: To apply for this role, you must be eligible to work in New Zealand. Preferably New Zealand Citizens or Resident.

If you are interested, apply now via Seek. For additional information and queries, please contact seung.song@mapumaia.nz

Applications close on 6 February 2025