

# Job Description: Company Executive Assistant

**Position:** Company Executive Assistant

**Reporting to:** CEO

## Summa

- To provide full executive support to CEO, General Manager and Chairman
- To provide assistance to other Senior Managers as required
- To manage or assist management of key company events
- To manage Service Coordinators on a daily basis

## Job Description

### Executive Support to the Chairman, CEO and GM ('the Executives')

- Type/format/file letters and other documents and correspondence.
- Monitor emails, filtering unnecessary emails and highlighting important ones.
- Action important emails in absence of the Executives and send emails on their behalf as required.
- Gatekeeping phone calls, taking messages and assisting callers where possible.
- Maintain and organise the Executives' diaries to ensure that their time is organised productively and efficiently and that they know where they need to be.
- Ensure the Executives are aware of all conferences, and facilitate their attendance when required.
- Monitor and reconcile the Executives' company credit cards, as well as managing and reconciling the Head Office credit card and Air NZ Travel Card.
- Arrange all travel and accommodation requirements.
- Code and approve invoices on Esker.
- Organisation of itinerary for Senior Managers/Managers/Staff for external events e.g. NZ Realtors Network conferences, REINZ conferences, AREC and other events.
- General filing of bank statements and correspondence for Chairman's personal companies
- Liaise with Finance in regards to invoices and GST for Chairman's personal companies
- Any other duties required to maintain Chairman's personal companies

### Executive Team, Senior Management and Management Meetings Management

- Organisation of Managers Meetings, Senior Managers Meetings and Executive Meetings, including:
  - Preparing an annual programme of key meetings and ensuring these are 'locked in' to relevant diaries
  - Collection of decision/discussion papers, collation of pre-reading meeting packs and distribution
  - Attendance at meetings to record minutes,
  - Generation and distribution of minutes and action points,
  - Organisation of venue and catering.
- Assistance with organisation of Strategic Planning days/sessions, including taking notes where necessary.

### Palmerston North Service Coordinators

- Daily management of Service Coordinators, ensuring their workloads are balanced evenly and manageable.
- Arrange alternative cover for front desk when required.
- Annual reviews, coaching, performance management and facilitating of training as required.
- Handling of escalated issues (in consultation with the Executives if required).

### General Event Management

- Organise or assist with management of other key events including but not limited to:
  - Christmas Party
  - Top 20 Trip

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- Race to the Brewery
- Chairman's Club
- Rural, Lifestyle, Commercial and Property Management strategic planning workshops
- Support Centre Management meetings and Support Centre team briefings
- Branch openings and special events

## Company Day

- Liaise with the Executives to create agenda and theme for the day
- Liaise with Senior Managers on overseas speakers
- Put together budget for the event
- Assist Senior Managers with agenda management
- Book any flights and accommodation for speakers and guests
- Liaise closely with speakers to ensure they are familiar with the agenda
- Organise transport to and from venue for the speakers
- Organise Trade Stands and co-ordinate with suppliers including arranging prizes for the dinner
- Organise photographer and liaise throughout the conference to ensure all areas are covered
- Organise catering and venue, table set-up
- Organise sound equipment for the event
- Set up breakout sessions as required
- Organise skit evening bi-annually
- Co-ordinate with Creative Services on presentation booklet for salespeople
- Set up venue on the day – "Property Broker-ise"
- Liaison with attendees as required and general house keeping

## Company Fleet Management (responsibility may be shifted to another division)

- Maintain fleet of company vehicles
- Audit vehicle KM's as required
- Distribute vehicle service reminders
- Distribute WOF as and when received from Toyota in a timely manner
- Lodge insurance claims with FMG for any vehicle incidents
- Liaise with contact at Manawatu Toyota to obtain new vehicles, and manage replacement/renewal of fleet as required

## The Lazy Fish

- Manage the Lazy Fish booking calendar
- Liaise with Michelle and Marcus Mathijssen regarding all bookings for the Lazy Fish
- Arrange itinerary for the all Property Brokers groups who travel to the Lazy Fish

## Adhoc

- Other duties projects within the scope of the position as required by Senior Management.
- Administration for Heads of Departments
  - Distribution of Head Office Mail
  - Organisation of flowers, gifts and morning/afternoon teas for staff

## Responsibilities

- Palmerston North Service Coordinators