

# Job Description: Company Executive Assistant

**Position:** Company Executive Assistant

Reporting to: Managing Director

## Summary:

- To provide full executive support to Managing Director and Chairman
- To provide assistance to other Senior Managers as required
- To manage or assist management of key company events
- To manage Company Personal Assistant on a daily basis

## Job Description:

### Executive Support to the Managing Director and Chairman ('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 kept in the loop with any events and milestones in the building and company as a whole
- 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 travel and accommodation requirements.
- Organisation of weekly 'Work In Progress (WIP)' meetings with Senior Management Team
- Coordinate weekly communications to the company such as 'Managers Weekly Email' and 'Provincial Buzz'
- General filing.
- Organisation of itinerary for Senior Managers/Managers/Staff for external events e.g. NZ Realtors Network conferences, REINZ conferences, AREC and other events.
- Coding of all PBL invoices in Esker, ensuring all amounts are accurate and goods have been requested/used.

### Executive Team, Strategy and Management Meetings Management

- Organisation of Managers Meetings, Strategy 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
  - Illustration of relevant power points and presentations,
  - Attendance at meetings to record minutes,
  - Generation and distribution of minutes and action points,
  - Organisation of venue and catering.
- Organisation of Strategic Planning days/sessions, including booking facilitator, off-site venue and attendance to take notes of minutes and actions where necessary.

### Lazy Fish

- Be the go-to person for all things Lazy Fish related, including but not limited to calendar bookings, booking of travel, general information

# Job Description: Company Executive Assistant

- Coordination of the Lazy Fish booking calendar, in conjunction with Lazy Fish Hosts and Chairman
- Collating information from each group prior to visits; dietary requirements, medical needs, rooming requests, activity requests, liability waiver forms
- Booking of travel for, and sending out itinerary to, all Lazy Fish guest groups
- Organisation of invoices to be paid by Finance, with approval from Chairman

## **Auction Room**

- Be the contact person for any Auction Room bookings, internally and externally
- Checking the diary daily to ensure that anybody who has a booking in there is aware of the standard the room needs to be returned to after use
- Communicate with each person who has the Auction Room booked to ensure they have everything they need e.g., WIFI password, screen, projector, sound system
- Check monthly for the following month that there have been no double bookings made
- Ensure each morning that the dishwashers are empty, and the kitchenette is in a clean and tidy state
- Keep kitchenette supplies stocked daily (coffee, tea, sugar, milk, mints and serviettes)
- Ensure small meeting room in the Auction Room is kept free of clutter and ready for use at all times

## **Head Office Administration**

- Assist to keep office area neat and tidy at all times
- Order catering for meetings/events as and when required
- Daily management of the Head Office pool car
- Organise monthly Head Office Round-Up's, including monthly Head Office Managers Meeting, with attendance noting any actions to follow up on.
- Any other activities necessary to maintain a smooth-running Head Office, to ensure it is run in a professional and efficient manner.

## **Building Maintenance**

- Deal with any issues that relate to the structure of the building and communicate with both staff and contractors
- Overseeing of the cleaner's workload, making the cleaners aware weekly of any events out of hours that they will need to reschedule their clean for, via the communication book and monthly meetings

## **Event Squad**

- Organise and send out Event Squad Committee Meeting invites
- Attend and minute take each Event Squad Meeting
- Administer [eventsquad@pb.co.nz](mailto:eventsquad@pb.co.nz) email address
- Help to organise events for the building alongside the rest of the committee
- Coordinate 'Cake Day and WOWer of the Month' monthly
- Distribute birthday cards and Local vouchers to managers for staff birthday's monthly

## **Company Day (North and South Island)**

- 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

# Job Description: Company Executive Assistant

- 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

## **Administrators Trip**

- Set date and lock into Company Calendar annually
- Gather information/prices of different trip and activity options, in conjunction with Company Training Facilitator to present to Managing Director
- Send out Save the Dates to all invitees (Branch Administrators, Head Office Staff and all Executive Team)
- Send out formal invites to all invitees
- Coordination of all RSVP's – dietary requirements, special rooming requests, activity options
- Book all travel necessary for any attendees that require it; flights, rental vehicles, buses
- Bookings for the group including; lunch, daytime activities, dinner venue, dinner entertainment
- Coordination of bulk accommodation group booking, ensuring the best rate for the company, allocating rooms on a twin-share basis
- Coordination of agenda/run-sheet for the day
- Collate final budget and cost analysis for comparison the following year

## **Top 20 Trip**

- Set date and lock into Company Calendar annually
- Work with Venture Travel to gather information/prices of different trip options
- Confirm trip location and pay any deposits necessary
- Send out formal invites to all Top 20 members
- Work with Venture Travel to get all accommodation and travel requests organised
- Coordination of any group information that needs to be sent out by Venture Travel
- Collate final budget and cost analysis for comparison the following year

## **Chairman's Club Day**

- Confirm event, book venue and lock into the Company Calendar annually
- Confirm venue and pay any deposits necessary
- Send out formal invites to all Chairman's Club members
- Coordination of all RSVP's – dietary requirements, special rooming requests, activity
- Booking of all travel and accommodation necessary for attendees
- Coordination of all teams on the day – captain, betting money, bar tabs
- Collate final budget and cost analysis for comparison the following year

## **General Event Management**

- Organise or assist with management of other key events including but not limited to:
  - Christmas Party
  - Rural, Lifestyle, Commercial and Property Management strategic planning workshops
  - Support Centre Management meetings and Support Centre team briefings
  - Branch openings and special events

# Job Description: Company Executive Assistant

## **Adhoc**

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

## **Responsibilities**

- There are no responsibilities with this role.