

EXECUTIVE ASSISTANT TO THE CHIEF EXECUTIVE'S OFFICE

An exciting opportunity for an experienced Executive Assistant with outstanding relationship skills, and a down to earth approach. This is no ordinary Executive Assistant (EA) role, the parameters of your scope are going to be wider...

- Permanent / Full-time position,
- Great location, peaceful surroundings...and free parking!
- Most importantly, the satisfaction to *Make Hospice Happen*

About the role:

We are looking for an experienced Executive Assistant with a flexible, adaptable approach who makes sound judgement calls. You'll be an amazing relationship builder who will liaise with our stakeholders internally & externally. A sense of humour is essential, as is the ability to self-manage and shine during times of ambiguity. You will be used to providing professional, high quality personal assistance, secretarial services and support to a chief executive and senior managers, including diary management, office system management and meeting preparation and documentation. You will be an expert at minute taking and record keeping, all this with anticipating where things might go amiss. You'll understand the importance of always getting the detail right while also keeping an eye on the bigger picture. You'll have a strong administration background, be tech savvy (MS Office, Dropbox, etc.), and be a self-starter who is pretty much unflappable.

Skills and experience:

If you have experience in a secretarial role at an executive level, preferably in the Not-for-Profit or Healthcare sector, are always proactively looking for ways to improve how you work, proficient at developing and editing presentations, expert minute taking skills, very efficient at time management and if you want to make a difference in peoples' lives, this may be the position for you!

Benefits and perks:

This position offers a warm and friendly environment, the chance to be an integral part and work within a diverse team. We are a team who value honesty and integrity and prioritise giving exceptional service to all people we come into contact with; internally and externally. We also offer:

- Easy access to motorway with free parking
- Strong focus on employee wellbeing, including flexible work options
- Continuous learning & development opportunities
- Competitive remuneration package

About the business:

Totara Hospice South Auckland is a supportive and caring organisation based on a philosophy of care and provides palliative care services to patients and their families living in the South & South East regions of Auckland City. We are privileged and proud to provide services within one of the most culturally diverse areas of New Zealand and as such the provision of culturally appropriate services is a key objective of our hospice.

If this sounds like you, apply now! Applications will be reviewed as they come in and will close once we find the perfect person...so don't miss out on this great opportunity!

For more information about this position, a copy of the job description or to apply to this role, please email hr.team@hospice.co.nz