

Position Description

Executive Assistant

Role – Purpose and Scope

The role is an Executive Assistant role to the Group Financial Controller and other senior executives, based in Auckland.

This role requires strong executive support in addition to interfacing with other business units. This is a position that will compliment a proactive individual with presence and polish who is adept at juggling several things at once and thinking on their feet.

Salary Range

This position is full time (nominally 40 hours per week) and the salary offered will be commensurate with experience. As this is a critical role, there may be some circumstances that require extended hours.

Key Result Areas

Key Result Areas or KRAs are the main functional tasks of the role on which your performance will be measured or assessed every six months.

Key Responsibilities	Outcome	Performance Measure
Manage diary, schedule appointments and meetings	Diary is well organized and appointments / meetings run in smooth fashion	Appointments schedule and feedback from Manager
Prepare meeting documentation, attend meetings and record minutes and action items.	Meeting documentation is prepared and distributed in a timely fashion, minutes are an accurate reflection of meeting/s	Meeting documentation and feedback from Manager
Prepare correspondence, reports, memos and other documents,	All prepared material is of a high standard, free from errors	Documentation review and feedback from Senior Executive
Compile financial and accounting documents/records for such matters as receipts and expenditures.	All finance documents are routinely and accurately filed in accordance with procedures	Feedback from Manager
Maintain paper and electronic filing systems for records, correspondence, and other confidential material including some physical files	Filing is systematically and routinely carried out; confidential and sensitive documents are securely stored	Review of filing system, process and procedures
Assist in managing project execution to ensure adherence to budget, schedule, and scope	Projects are well managed and remain within scope, schedule and budget	Project summary
Prepare project status reports by collecting, analyzing, and	Project reporting is accurate and completed	Project reports, feedback from Management Report

summarizing information and trends	in a timely fashion	
Carry out specific projects and research. Presentation of findings.	All prepared material is of a high standard, free from errors	Feedback Management
Manage travel bookings	Ensure that all travel for the executive group is within budget and accurate	Feedback from Manager
Adhere to all process and procedures in accordance with ISMS and ISO guidelines.	Quality control for all internal and external processes	No non-conformity reported.
Internal systems proficiency	Undergo training and be totally conversant with internal systems such as CRM, SharePoint and Telephone systems	Able to demonstrate proficiency and usage of CRM

Objective – To carry out other duties which may reasonably be required by the Senior Executives from time to time in the course of Cereus's business and which fit the role's purpose as stated and for which the position holder is qualified or has received adequate training or instruction.

4. Health and safety

Objective: To ensure a safe and healthy working and learning environment is maintained at all times.

Key Responsibilities	Outcome	Performance Measure
Observe all Cereus Group's safe work policies and procedures, and report hazards or accidents via health and safety registers as appropriate	Is familiar with health and safety policy of Cereus Group. Understands hazard identification and accident reporting protocols	Health and safety records, hazard and accident registers
Take responsibility for your own health and safety and ensure no action or inaction on your own part harms others in the workplace.	Acts responsibly and follows Company policy and procedures for health and safety.	Accident/incident register and hazard register.

Person Specification

Part of what makes Cereus Group as successful as it is, are the highly motivated people who work here. An inspiration to your colleagues, you are a motivated with a proven record of success in working at Senior Executive level. With a committed motivation to getting things done, you always place Cereus Group's customers at the center of everything you do.

Technical or Professional Knowledge and Experience

A minimum of 5+ years in a personal assistant role, preferably within the health or technology IT sectors. Demonstrable knowledge of administrative and clerical procedures and systems, proficient usage of Microsoft Office suite of products, managing files and records, and other office procedures. High level of knowledge of the structure and content of English language is required. A relevant tertiary qualification would be well regarded.

Skills and Abilities

These are the abilities, attributes and personal characteristics that the staff member will need to consistently display in order to achieve their Key Result Areas (KRAs) [that is, to do the job effectively]. These behaviors describe how someone does the job, whilst KRAs describe what is to be done.

Written Comprehension — The ability to read and understand information and ideas presented in writing.

Written Expression — The ability to communicate information and ideas in writing so others will understand

Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Time Management — Managing one's own time and the time of others

Coordination — Adjusting actions in relation to others' actions.

Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.