



# MANA AHURIRI TRUST

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170A Waghorne Street, Ahuriri, NAPIER 4110

PO BOX 12076, Ahuriri, NAPIER 4144

[www.manaahuriritrust.com](http://www.manaahuriritrust.com)

## Office Administrator

### About the role

Mana Ahuriri needs an organised and professional whānau to be the front face of the Trust and provide excellent administration support.

This role will be a stabiliser to the board to provide administration support of the daily functions of the office. This role will provide administrative support across the various work streams and komiti of the trust. This whānau must be able to utilise their skills and knowledge in administration at a high autonomous level and be able to work within a small team.

This is a position to help Mana Ahuriri grow its obligations to its benefactors and interface with the wider whānau and hapori of Ahuriri. The role will work close with the CEO/GM, whānau, hapū, our Treaty partners and those people involved in mana whenua engagement.

Some key activities you will be involved in, include:

- Support the CEO/GM in administration of the trust including mail, maintain internal filing system, procurement of supplies and services, coordinating resources, interface of our IT systems, support in financial accountability, health and safety of trust employee's
- Manage and keep updated programme management documentation, software and systems.
- Seek out new funding sources and/or submit funding applications for the trust.
- Provide manaaki responses to whānau and those enquiries of the trust through reception duties, email and phone calls. Preparation for all Trust hui.
- Provide administration oversight with coordination of resources, financial processing, minutes of hui and distribution of information as required to the various board komiti and working groups of the trust
- Ability to write reports, create presentations and panui that are professional and easy to follow.
- Collaborating with the team and wider networks to plan and develop new and innovative ways to engage and interact with our whānau.
- Participate in Mana Ahuriri initiatives and Events as required.

### About you

- Is committed to Te Tiriti, Tikanga, Kawa and Te Reo.
- Understanding of the economic, social and cultural issues facing Māori and Mana Ahuriri and committed to realising Mana Ahuriri's aspirations in these spaces.

- Experience and/or Qualification in office Administration including financial processing.
- The ability to interact effectively with Te Ao Māori and mainstream community.
- A professional persona in presentation and responses.
- A current Drivers licence
- Competence in Microsoft Office 365

This is a full time position in a 2 year fixed term arrangement.

To apply please send CV and cover letter detailing what you would bring to the role.

Email applications to [info@manahuririturst.com](mailto:info@manahuririturst.com)