

Position Description

Office and Administration Support (Part-Time -30 hours per week)

Survey and Spatial New Zealand, Tātai Whenua

Survey and Spatial New Zealand, Tātai Whenua (S+SNZ) is the professional body representing survey and spatial professionals. We are a community who work collaboratively to strengthen and celebrate the knowledge, capability and innovation within this exciting sector for the benefit of our society. Our vision is that we are a globally respected organisation that sustains innovation and excellence for the benefit of our communities.

Our mission is to provide a home which supports, develops and connects our diverse survey and spatial membership within our values of sustainability, integrity, respect, and community.

S+SNZ members are involved in all aspects of land subdivision and development and the capture and application of spatial information. It is governed by an elected president, councillors and board with operations managed by the CEO and National Office staff.

Our Purpose

Members participate in six professional streams; Spatial, Cadastral Surveying, Positioning & Measurement Engineering Surveying, Hydrography and Land Development & Urban Design. We also have 15 branches throughout New Zealand.

S+SNZ promotes ethical, professional conduct amongst members, aims to raise public awareness of the knowledge, skills and importance of the profession while representing the interests of members in public issues as they arise.

The Role

This is a pivotal role that oversees the day-to-day administration of the S+SNZ National Office and provides support for members and various groups within the organization. The role includes assisting the CE and other staff members by providing support for membership services, functions/events and various meetings. It is critical to the member experience as the first point of contact for all enquiries and general office functions.

This position is a part-time appointment for 30 hours per week.

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Relationships:

Reports to the Chief Executive

Internal Relationships:	CEO S+SNZ Board S+SNZ Council S+SNZ Staff S+SNZ Branches Members
External Relationships:	External Auditors Suppliers Banks S+SNZ Stakeholders Other Professional and Not-for-Profit organisations Corporate members Industry Contacts External providers.

Role – Key Responsibilities

- Governance support for various groups
- Membership administration
- Function/event support
- Professional Examination support
- Training seminar/webinar support
- Responding to general enquiries - phone, website contacts and email.

Duties:

Administration

- Admin@ mailbox management and distribution
- Event support
- Compliance monitoring and action
- General office management: stationery, courier etc

Memberconnex - Membership database (MCX)

- MCX updating membership information/database checking and maintenance
- Website contact/query management
- Payment processing
- Membership invoicing support (annual invoicing, bulk invoicing)

Meetings

- Meeting support – Sharepoint and Zoom management for Council/Board/A&R meetings (filing, minutes, agenda)
- Accommodation and flight bookings

Examinations

- Administration of the Professional Examinations.

Skills and Experience

- Minimum of 3 years working experience in a similar role
- At least 2 year's membership database experience
- High level of computer skills; proficient in MS Office
- Excellent verbal and written communication skills
- Administrative, organisational and interpersonal skills; manages multiple demands and prioritise tasks effectively with attention to detail
- Reliable self-starter with initiative and energy
- Confidence to deal with a wide range of people and issues
- Ability to work in a small team environment; a self-starter with excellent time management and problem-solving skills.
- Has a flexible and proactive approach.

Other Attributes and Requirements

- NZ Residency
- Numeracy skills
- Excellent attention to detail
- Excellent communications skills, both oral and written with open communication
- Good people relationship skills and the ability to manage priorities
- Flexible and adaptable
- Personable with the ability to work within a small team.