



JOB DESCRIPTION

POSITION DETAILS			
Position Title:	Executive Assistant/Researcher	Position Type:	1.0 Full-time
Reports to:	General Manager - Commercial	Current role holder:	N/A
Business Unit:	Commercial	Further information:	www.nzru.co.nz
Location:	Auckland, NZ (preferred)	Date:	January 2012

NZRU OVERVIEW
<p>The New Zealand Rugby Union (NZRU) was formed in 1892 to administer the game of rugby union at the national level, and is charged with fostering, developing, administering, promoting and representing the game of rugby in New Zealand. Since 1996, the NZRU has had responsibility for the development of both the Community and Professional game.</p> <p>Approximately 70 people are employed at the NZRU's headquarters in Wellington to manage our nine national teams (including the All Blacks), administer our national competitions, participation in international competitions including Test matches, and assist with the development of community rugby throughout the country. The NZRU has direct relationships with its members, including all 26 Provincial Unions, 5 New Zealand based Super Rugby Franchises, commercial partners, and stakeholders such as the New Zealand Government.</p>

PURPOSE OF THE POSITION
<p>The Executive Assistant/Researcher provides administrative & business relations research support to the General Manager - Commercial. Clerical and administrative duties of a complex and confidential nature will also be performed. Coordinating special projects and serving as a company resource and liaison. This role provides timely, responsive and professional administrative support to the General Manager – Commercial along with secretarial support as required.</p>

KEY RESULTS AREAS (EXPECTED PERFORMANCE OUTCOMES)	
Administrative Support	<ul style="list-style-type: none"> • Maintains executive calendar, schedules travel, appointments, expense reports and meetings • Plans, organises and prioritises workflow to ensure efficient operation of the department • Processes all communications including telephone calls, mail and faxes • Performs difficult, complex, analytical, technical and/or specialised office support work • Completes and submits expense reports. • Maintains department budget activities, ensuring budgetary compliance
Research and Analysis	<ul style="list-style-type: none"> • Researches and compiles relevant qualitative and quantitative information about potential business partners and/or industry sectors • Creates presentations and compiles data for use in department reports • Participates in special projects

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Office Administration	<ul style="list-style-type: none"> Responsible for ensuring the following areas are managed appropriately: <ul style="list-style-type: none"> Mail and Couriers Email/phone enquiries Office supplies and equipment General office duties Budget administration
Correspondence	<ul style="list-style-type: none"> Draft where necessary, or as directed, correspondence on behalf of the GM - Commercial, including the ability to use mail merge techniques in MS Word and Excel.
General	<ul style="list-style-type: none"> Undertake other tasks as required to meet team or organisational objectives

REPORTING RELATIONSHIPS	
<ul style="list-style-type: none"> This position reports to: 	General Manager - Commercial
<ul style="list-style-type: none"> Other areas/people that report to this position's immediate manager: 	Commercial Manager Business Planning Analyst
<ul style="list-style-type: none"> This job's direct reports are: 	Nil

AUTHORITIES/DIMENSIONS OF THE POSITION
<ul style="list-style-type: none"> Budget <ul style="list-style-type: none"> Nil Contractual <ul style="list-style-type: none"> Signs letters on behalf on the organisation Arrange catering with preferred suppliers on behalf of the organisation

RELATIONSHIPS/INTERACTIONS:	
External	Internal
<ul style="list-style-type: none"> NZRU Commercial Partners Other Stakeholders 	<ul style="list-style-type: none"> Commercial Team NZRU Staff Franchises Provincial Unions

PERSON PROFILE
Competencies and Attributes
<ul style="list-style-type: none"> Strong empathy for Rugby Willingness to take ownership and be held accountable Ability to work with a diverse team and build successful working relationships Displays sound business judgment and decision making capability Excellent IT skills including Microsoft Word, Excel, and PowerPoint. Fast and accurate word-processing. High degree of confidence with all forms of technology. Excellent communication skills, written and oral.

- Strong customer service orientation.
- Excellent people skills, able to adopt a variety of approaches to most effectively and professionally manage the wide variety of people wanting to deal with the CE.
- High degree of emotional maturity, able to work unsupervised, to use initiative appropriately, to proactively manage a range of situations.
- Excellent organisational skills, able to juggle conflicting priorities professionally.
- Good sense of humour.
- Strict confidentiality

Experience

- 2-3 years' experience in an administrative role supporting an executive or senior manager is required. International/overseas experience strongly preferred.

Manager's name		Job holder's name	
Manager's signature		Job holder's signature	
Date		Date	