



National - New Zealand Dairy Industry Awards Role Description - Administration Manager

Purpose:

To assist in the efficient running of the NZDIA programme with a focus on administration and other work as agreed with the General Manager.

Employment Status and Commitment:

Independent contractor role, part-time, flexi hours on an as required basis. The time taken to complete the role will vary, good time management and availability when needed will be important.

Requirements:

- Passion for the NZDIA / NZ Dairy Industry
- Good understanding of the NZDIA programme
- Support regional committees, help them with understanding and delivery. On occasion step in to a regional role
- Provide support to the National Committee and Trust
- To assist the GM
- To work with and assist the support and finance managers
- Work from home office and provide own IT equipment
- Travel to NZDIA events such as September Conference, May Nationals and other NZDIA meetings throughout the year (Feb and June)

Skills Required:

- Ability to work with external suppliers
- Excellent communication skills (written and verbal)
- Availability when needed
- Positive outlook with ability to work well with people
- Eye for detail
- Good knowledge of Microsoft office software and ability to learn other software packages, both bespoke and off the shelf
- Ability to work with confidential information
- Ability to take minutes

Tasks Involved:

- Support national sponsors in conjunction with GM
- Create weekly updates during the programme
- Run Eventbrite awards dinner ticketing systems
- Create scripts from template for regional awards dinners
- Manage Portal accounts – regional committees, judges etc
- Support the National Committee and assist with delivering the FRDA category judging requirements
- Support national judges and deliver national judging tour
- Ensure all NZDIA information you are privy to remains strictly confidential.
- Take minutes at the National Committee meetings
- Input/Extract data and information to/from the NZDIA Portal / Website.



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National Administration Manager *continued...*

Notes:

- National admin manager to use NZDIA Management SharePoint to store and share all documents
- On occasion work with the wider management team, trust, national committee and other stake holders such as sponsors and partners

Salary:

- Hourly rate to be agreed with applicants based on skills and experience

Report to:

- General Manager

Key Relationships:

- General Manager
- Regional Support Manager
- NZDIA National Committee
- NZDIA IT Support
- National Sponsors

Secondary Relationships:

- Communications Manager
- National Sponsorship Development Manager
- Regional Managers and Regional Teams
- Programme Entrants and Judges
- Other contractors to the NZDIA