



Administration Assistant
January 2022 start date

- Iconic New Zealand sporting organisation
- High Performing team
- Vibrant and fast paced environment
- Full time, January 2022 start date

Netball New Zealand, Netball's national sporting organisation, has the responsibility for leading the development of the sport throughout New Zealand. Netball has a proud tradition of widespread participation and sporting excellence from grass roots Netball through to the Silver Ferns. Through its role of developing and managing national programmes for participation, coaches, umpires and officials, Netball New Zealand aims for Netball to continue to be the sport of first choice for New Zealanders.

Netball New Zealand works hard to support Netball's five Zones and 83 Netball Centres who deliver the game to its 140,000 registered members and 300,000 plus people who participate in the game annually, in New Zealand. With a high profile, strong viewership and love for the game in New Zealand, Netball New Zealand's events and competitions provide the opportunities for kiwi's to connect with the game.

About the Role

Based in Auckland, Netball New Zealand are seeking an experienced and solutions focused, team player to provide effective administration support across Finance, Services and High Performance.

This is a new role reporting to the Executive Manager. Key responsibilities are:

- Providing general administrative support across Finance, Services and High Performance
- To provide accounts payable and receivable support to the finance team
- Operational and administrative support to High Performance
- Support with travel bookings, office supply ordering, incoming calls, reception

We are seeking someone who is experienced, an effective collaborator, highly organised and thrive on variety. You will have a sound knowledge and application of business polices, processes and practices, and exceptional written and oral communication skills.

A minimum of one year's accounts experience is desirable and to be able to demonstrate your skills and experience with the Microsoft suite of applications. You are able to embrace technology and change. Your referees will describe you as someone who is consistently a dependable team player. They will also say that you have a warm and engaging personality with a great customer service focus. Things move quickly at Netball, so you will need to be agile and able to multi-task, just like on court!

We value our people and reward them with a supportive work environment.

Have you got the skills and experience we need? Keen to be part of the future of New Zealand Netball?

If so, send your detailed C.V to Applications in complete confidence immediately:

email applications@netballnz.co.nz.

Applications close 5pm Monday 30 November 2021,

Interviews for this role will be held week commencing 3 December for short listed applicants.

For a full job description email your request to applications@netballnz.co.nz