



## Whakaatu Whanaunga Trust

### ADMINISTRATION RECEPTIONIST

#### About the role – He kōrero whakamārama mō tēnei tūranga

Whakaatu Whanaunga Trust is seeking a highly organized and personable individual to join our team as an Administrator Receptionist. The ideal candidate will be responsible for providing efficient administrative support and exceptional reception services to ensure the smooth operation of our organization. Basic understanding of Xero accounting software is required for this role.

#### What you will bring – Ngā tohungatanga mō tēnei tūranga

##### Reception Duties:

- Greet visitors and clients in a professional and friendly manner. o Answer and direct incoming calls promptly and courteously.
- Manage incoming and outgoing mail and deliveries.
- Maintain a tidy and welcoming reception area.

##### Administrative Support:

- Assist with scheduling appointments and meetings.
- Coordinate travel arrangements and accommodations as needed. o Prepare and distribute documents, reports, and correspondence.
- Maintain accurate records and databases.

##### Basic Xero Understanding:

- Proficiency in basic Xero functions such as invoicing, reconciliation, and expense tracking.
- Ability to assist with basic Xero inquiries and tasks under guidance.

##### Office Management:

- Monitor and replenish office supplies inventory.
- Coordinate maintenance and repairs for office equipment. o Ensure adherence to office policies and procedures.

##### Qualifications and Skills:

- High school diploma or equivalent; additional certification in office administration or related field is a plus.
- Prior experience in a receptionist or administrative role preferred.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook).
- Strong communication and interpersonal skills.
- Excellent organizational and multitasking abilities.
- Ability to maintain confidentiality and handle sensitive information with discretion.

##### Working Conditions:

- Full-time position, Monday to Friday, with occasional evening or weekend hours for special events or meetings.
- Office-based role with regular interaction with staff, clients, and stakeholders.
- Must be able to sit, stand, bend, and lift light objects.

*If you meet the criteria outlined above and are enthusiastic about being the face of a dynamic organization, we invite you to apply for the Administration/Receptionist position.*

*Send your CV to [communications@wwt.org.nz](mailto:communications@wwt.org.nz)*