

POSITION DESCRIPTION

Position Information

Position Title	Executive Assistant
Business Unit	Packaging
Reports to	Chief Executive Officer Packaging
Purpose of Position	To maximise the efficiency of the CEO's time, travel, and administration to allow the CEO to operate as effectively as possible.
Business Unit of HR responsibility	Packaging New Zealand
# of People in BU	~ 880

Number of Direct Reports	Nil
Number of Indirect Reports	Nil
Operating Budget	N/A
Sales Revenue	N/A

Key Accountabilities

1. Coordinate and effectively manage the CEO's time
 - Manage the CEO's diary to ensure meetings and activities are planned and confirmed to maximise use of time, avoid meeting clashes and allow time to prepare and get to meetings and appointments
 - Plan and book all travel arrangements, including flights, rental cars, accommodation, itineraries, visas for international travel as required and local currencies as required, to ensure best utilisation of time and all travel requirements are met
 - Book and plan meetings, including providing attendees with required information and preparing all documentation and preparation materials for the CEO
 - Running personal errands where required.
2. Provide administrative support to the CEO
 - Prepare documents, briefing papers, presentations and other communications as required, ensuring accuracy of information and documents are well presented
 - Manage paperwork, filing and other administrative tasks to ensure information is well maintained and organised
 - Monitor and manage incoming correspondence and send out communications on behalf of the CEO
 - Manage expenses on behalf of the CEO, including collating receipts and assigning them to the associated expenses and completing expense claims in Fraedom
 - Process capital expenditure requests and business cases
 - Provide support to other Packaging Lead Team members as required and appropriate

- Other administrative support as required by the CEO including staff catering from time to time
- Provide IT support as required
- Occasionally provide afterhours support as required.

3. Environment, Health, Safety and Risk

- Actively lead and contribute to a culture of safety first through attending all training, reading and acting on all health and safety communications, following all safety rules and procedures, and identifying/recording all hazards, discomforts, incidences, near misses or potential health and safety risks
- Support colleagues 'do the right thing' in relation to health & safety and raising issues with others as appropriate.

4. Other tasks

- Arrange and distribute quarterly staff milestone certificates.

Preferred Attributes

- Highly organised
- Strong attention to detail
- Good communicator at all levels
- Uses initiative
- Self starter
- Professional
- High level of integrity and confidentiality
- Positive approach
- Ability to meet deadlines and handle peak workloads
- Good perception.

Technical Requirements

Qualifications	<ul style="list-style-type: none"> ○ Strong Microsoft Office skills (Word, PowerPoint, Excel, Outlook) ○ Knowledge of office management systems and procedures
Experience	<ul style="list-style-type: none"> ○ Proven experience as a personal assistant to a senior manager ○ Travel planning and arrangements ○ Diary and correspondence management ○ Experience in a large organisation preferred ○ Computer literate and technology savvy

Competencies

Judgment Effectively examines events, issues, and problems, and generates solution alternatives. Makes timely and sound decisions on everyday issues and problems by applying accurate logic, appropriate knowledge, expertise, and common sense.	Use Sound Judgment <ul style="list-style-type: none"> ● Makes logical, rational, and integrative decisions and arrives at sound conclusions. ● Chooses the best alternative(s) based on a review of pros, cons, tradeoffs, timing, and probabilities. ● Evaluates the consequences and implications of alternatives, actions, or decisions. ● Makes timely decisions, balancing analysis with decisiveness.
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<p>Focus On Customers</p> <p>Builds and delivers customer-centred solutions that meet as many aspects of desired customer experiences, products, and services as possible. Provides customer-centred solutions that go beyond existing customer requirements. Identifies opportunities that will benefit the customer, create value added services, and works in partnership with the customer to drive the business forward.</p>	<p>Satisfy the Customer</p> <ul style="list-style-type: none"> Identifies and anticipates customer requirements, expectations, and needs. Seeks and integrates customer feedback from a variety of sources to identify improvement opportunities. Ensures follow-up with customers to certify that the resolution of problems maintains customer satisfaction and loyalty. Continually searches for ways to improve customer service, including the removal of barriers and providing solutions.
<p>Execution</p> <p>Manages work and work performance, holding associates accountable to effectively and efficiently complete work responsibilities. Demonstrates initiative, works to achieve results, meets or exceeds goals, acts on opportunities to create value.</p>	<p>Pursue Execution</p> <ul style="list-style-type: none"> Ensures one acquires the authority, sponsorship, support, and information needed to achieve established or emerging objectives. Prioritizes and balances time, actions, resources, and initiatives to ensure achievement of critical goals. Holds self and team accountable for outcomes (e.g., achieving goals and complying with policies and procedures). Anticipates and addresses obstacles, redirecting efforts to accelerate work or improve quality
<p>Results Orientation</p> <p>Demonstrates and fosters a sense of urgency, a "can-do" spirit, a sense of optimism, ownership, and strong commitment to achieving goals and organizational success. Demonstrates a strong sense of ownership and a commitment to achieving meaningful results.</p>	<p>Optimize Results</p> <ul style="list-style-type: none"> Initiates decisive, timely action to address important issues. Demonstrates a strong sense of ownership and a commitment to achieving meaningful results. Puts in persistent efforts to accomplish desired results. Drives initiatives/efforts to successful completion and closure.
<p>Effective Communication</p> <p>Prepares and delivers clear, concise, accurate, effective, and persuasive written and verbal materials/messages. Attentively and accurately listens to others. Promotes a free and timely flow of high-quality information between self and others and across the organization; encourages the open expression of ideas and opinions.</p>	<p>Tailor Communication</p> <ul style="list-style-type: none"> Listens actively, reflects, and summarizes others' comments to ensure understanding. Communicates information clearly, concisely, and professionally. Tailors communication style and content to the audience. Writes even technical concepts and information clearly and thoroughly for technical and non-technical audiences. Prepares and delivers coherent, highly credible, and engaging presentations that have impact. Proactively shares timely updates and information with relevant parties.
<p>Establishing Trust</p> <p>Gains the confidence and trust of others through principled leadership, sound business ethics, authenticity, and follow-through on commitments. Demonstrates principled leadership and sound business ethics; shows consistency among principles, values, and behaviour; builds trust with others through own authenticity and follow-through on commitments. Establishes open, candid, trusting relationships; treats all individuals fairly and with respect; behaves in accordance with expressed beliefs and commitments; maintains high standards of integrity.</p>	<p>Demonstrate Credibility</p> <ul style="list-style-type: none"> Follows through on commitments. Is honest and direct in dealing with people. Acts in accordance with stated policies and practices. Protects confidential information.

Authority

Decisions:

- Set up procedures to ensure role runs efficiently
- Prioritise tasks and decide on less important issues
- As delegated by the CEO

Recommendations:

- Suggestions regarding communication flow to CEO's office
- Provide advice on improvements to systems and processes and best use of technology

Relationships:

Most Frequent Contacts	Nature or Purpose of Contact
Packaging Lead Team	Providing information to and on behalf of CEO, receiving queries
CE Lead Team	Providing information to and on behalf of CEO
External customers and suppliers	Represent CEO, providing information to and on behalf of CEO
Corporate Office	Provide information and respond to queries as required
Packaging employees	Provide information on behalf of the CEO and respond to queries

The above is intended to describe the general nature and level of work and is not an exhaustive list of all responsibilities, duties and skills required; these may vary dependent on the requirements of the business. All staff may be required to perform reasonable duties outside of their normal responsibilities from time to time as required.