

REPORTS TO	LOCATION	DIRECT REPORTS	GROUP
Trade Commissioner or Regional Operations Manager Kaikōmihana Hoko ranei Pouwhakahaere Mahi ā-Rohe	Various	Nil	International

“Our purpose is to grow companies internationally – bigger, better, faster – for the good of New Zealand”.

“Tā mātau whai kia whakakaha kamupene – kia nui ake, kia pai ake, kia tere ake – mō Aotearoa ngā whiwhinga”

WHY IS THIS ROLE IMPORTANT? | TE MANA Ō TE MAHI?

To provide customer focused support to enable the office and NZTE operations to run efficiently and effectively – freeing up the team to focus on customer growth.

WHAT’S THE ROLE ABOUT | TE NGAKO Ō TE MAHI?

The most important work of this role is to...

- Provide operational support to the Trade Commissioner and administrative support to the wider team including things like preparation of key documents while balancing the need for proactivity as well. A large component of your role is to manage the office including arranging subscriptions, distribution of mail, kitchen and stationary supplies and travel bookings. Administer invoice processes including coding of supplier invoices against product or service delivered, obtaining approval on supplier invoices.
- Budget planning for the team and re-forecasting assistance for operational budgets, which includes variance reporting as required.
- Ensure the team finances are completed. This includes payroll management, cash flow forecasting, bank reconciliations, asset management and internal and external audits are completed in a timely manner.
- Administering databases, systems and processes for management of information and projects, ensuring all information is kept up to date and is accurate, streamlined so we are in top-notch shape.

Success in this role means:

- Outstanding administrative service delivery – you bring value to the office by providing a world class service to NZTE.
- Having excellent and collaborative relationships with key stakeholders.
- Owning payroll and budgeting support – you own your part of the financial process to keep the budget and payroll running smoothly.

WHAT CAPABILITIES ARE NEEDED TO SUCCEED | Ō PŪKENGA?

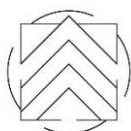
Our ideal candidate will have...

- **Awesome customer focus** – An ability to manage multiple needs, priorities and expectations to deliver to a high standard and a proactive approach, actively seeking work or identifying ways to improve processes, systems and practices. Experience in administration / event / project coordination.
- **Flexible** – Able to be proactive and reactive all at the same time, managing multiple priorities and eliminating roadblocks without being knocked off balance by the unexpected. Can effectively cope with change, can decide and act without having the total picture. Ability to be self-directed and motivated, counted on to get the job done among tight and competing deadlines.
- **Problem solver** – use initiative, be forward thinking and decisive with decision making while staying cool under pressure. Super attention to detail, incredibly accurate and with great presentation skills. Knowledge and understanding of business processes, including financials, risk analysis, legal processes and evaluation.
- **Extras** – Tech savvy with skills in using personal computers including the suite of MS office software (Word, Excel, Power Point) and database software.

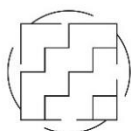
Our characters | Ō mātou uara

- **Ambition drives us** – Our ambition for our customers is high, and we always rise to the occasion. We help meet their business expectations by expecting greatness of ourselves.
- **Adventure teaches us** – Experimentation is more powerful than perfection, as only through learning from our missteps can we truly succeed. That's why 'giving it a go' is the best way to learn.
- **Honesty frees us** – We explore challenges with an open mind. Only when we ask questions and truly listen can we discover the right way forward.
- **Trust binds us** – Our people may be worlds apart, but it's trust that holds us together. Growing a nation is only possible when we keep promises and honour commitments.
- **Manaaki is us** – We celebrate the mana (strength and dignity) of each other as being equal to or greater than our own. We strive to enhance mana in everything we do through our hospitality, generosity and mutual respect.

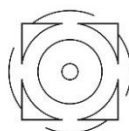
It's when these five characters work together that we truly become One Global Team – that's the real superpower of our organisation and how we achieve so much for our customers.



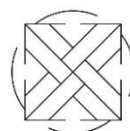
AMBITION
Drives us



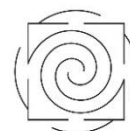
ADVENTURE
Teaches us



HONESTY
Frees us



TRUST
Binds us



MANAAKI
Is us

How we lead at NZTE | Ā mātou kawenga ki Te Taurapa Tūhono

Leadership at NZTE takes a broad definition. We see leaders as those who lead others. That can include formal people leaders, leaders through influence or those who are leading our customers. At NZTE we define leadership as *"enhancing mauri to deliver impact"*.

