

Position Description

Administrator



Details

Position Name: Administrator
Organisation / Department: Aerospace Christchurch
Reports To: Communications and Event Manager and/or Committee Representative
Location: Christchurch
Hours: 10 hours per week (\$20 per hour)

Key Tasks/ Responsibilities / Outputs:

- Representing the administration face of the association
- Processing of any membership/associate applications
- Assisting with maintaining website, blog and social media networks
- Assist with accounts payable and receivable
- Update and maintain the jobs board on the website
- Update and maintain the CRM (database)
- Assist with event administration
- Assist in the delivery of special projects
- Ad hoc administrative tasks

Our Ideal Candidate Will Have:

- Excellent communication both written and verbal
- Proficient in the Microsoft Office Suite
- Preferred but not required - experience with invoicing
- Ability to work to strong deadlines
- Able to embrace change
- A positive – can-do attitude

Submit Applications To: enquiries@christchurch.space