

Position title: Office Administrator

Synergia Ltd
Wellington Central
Consulting & Strategy | Operations
Full Time

Responsible for:

As the Wellington Office Administrator you'll be the glue that holds the office together and ensure everything runs smoothly. It's a small team with growth plans, as such this role will be varied and wide ranging, meaning the ideal candidate will need to be adaptable and possess a demonstrable willingness to evolve with the role.

We would like to work with someone who has great attention to detail and may be called upon to proof-read reports, screen client feedback etc.

Key Responsibilities

- Reception duties, and meet 'n' greet functions as required
- Managing office equipment and stocking of supplies (i.e. milk / tea & coffee / stationary etc), maintaining the overall office layout (watering plants, running dishwasher etc)
- Maintaining the condition of the office and arranging for necessary repairs
- Project administrative support including:
 - typing up of meeting notes and/or minutes
 - organising meetings and interviews, ensuring zoom links and logistics organised
 - venue hire, catering (if required) and general support
 - checking graphs/charts are tidy and match Synergia style
 - checking tables (comma separators, decimal places, formatting)
 - checking macrons
 - spelling, grammar, clarity check
 - general formatting (e.g. headings, captions, tables, text boxes)
- Adhering to health and safety policies and ensuring they are observed
- Diary and schedule management for senior staff
- Anticipating diary conflicts and recommend/take action to solve them by liaising with the appropriate contacts
- Provide efficient administration assistance including production of high quality reports and presentations
- Assist with some financial reporting, including expenses and reconciliations
- Communicate with a range of key stakeholders, including internal business groups and teams
- Wellbeing and office social work
 - ordering cakes, gifts, farewells etc
 - sending kohas after interviews (buying the gift cards, posting the gift)
- Social media/website posts support, as required
- Hubspot support, as required

Key skills

- Confident, professional attitude and professional presentation
- Strong Microsoft Office skills
- A passion for organisational excellence
- You will possess excellent relationship building skills



- Excellent communications, time and self-management and interpersonal skills

Typical experience

- Previous office administrative experience
- Reception experience within a busy corporate environment

Personal Attributes or Interests

- Be self-motivated, have initiative and be professional in your work habits
- Warm and friendly personality
- Flexible approach to work - must enjoy and thrive in a fast-moving environment where things can change from day to day
- Ability to work well in a small team

Please apply with your CV and a cover letter outlining your relevant experience and rationale for applying for this opportunity.

Applications can be sent through to anne-lise.blackburn@synergia.co.nz