

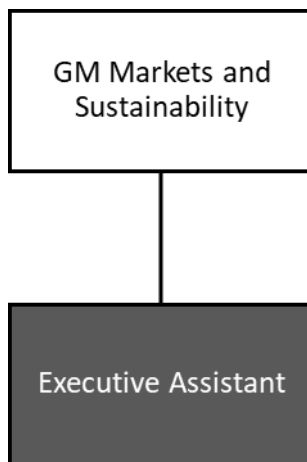


The New Zealand Merino Company (NZM)

JOB DESCRIPTION

Job Title:	Executive Assistant
Team:	Sales, Marketing & Sustainability
Responsible To:	GM Markets and Sustainability
Responsible For: (Total number of staff)	0
Job Purpose:	This job exists to: <ul style="list-style-type: none">▪ provide professional executive support and assistance to the GM Markets and Sustainability
Date:	November 2022

Organisation Context



Key Relationships

External <ul style="list-style-type: none">GM Market & Sustainability key external relationships	Purpose of contact with this person/s <ul style="list-style-type: none">Facilitating and ensuring that the GM Markets & Sustainability is in regular communication with external stakeholders (brands and growers) and meeting their needs as necessary.Provide organisation and support to the GM Markets & Sustainability regarding their involvement in external commitments and communications.
Internal <ul style="list-style-type: none">GM Markets and SustainabilityCreativeNZM team	Purpose of contact with this person/s <ul style="list-style-type: none">Direct ManagerProvide connection between ZQRX and creative teamsEnsure business systems in place within NZM

Financial Responsibilities

See NZM Delegated Levels of Authority

Key Result Areas

The position of **Executive Assistant** encompasses the following major functions or Key Result Areas:

- Executive Assistance (90%)
- Project and Event Support (10%)

Jobholder is responsible for	Jobholder is successful when
<p>1. Executive Assistance</p> <ul style="list-style-type: none"> • Manage the schedule, communications, and NZM administrative workload of the GM Markets & Sustainability. • Monitoring and screening diary requests and telephone calls, redirecting as appropriate • Arranging meetings, appointments, events and other activities as required. • Assisting with the timeliness, presentation quality and follow up of communications with external stakeholders. • Support the GM Markets & Sustainability with business meetings with a range of stakeholders. • Work cooperatively with the GM Markets & Sustainability to ensure the achievement of team objectives. • Provide organisation and support to the GM Markets & Sustainability regarding their involvement in external commitments and communications. • Coordinate travel and logistics planning. • Provide creativity, support, administration and involvement in strategic projects. • Connect with and support other teams, be part of meetings to gain big picture thinking, looking at opportunities to add value and grow role further. • Oversee all generic RX content, connecting with the creative team. • Assist with RX development, evolution and differentiators. • Proof and format collateral and other materials. 	<ul style="list-style-type: none"> • Proactively working with the GM Markets & Sustainability to ensure business goals are achieved. • Positive relationships with the GM Markets & Sustainability's key stakeholders (brands and grower community). • Project milestones are met. • Business needs are predicted, and proactively actioned. • RX and Creative teams working effectively together.
<p>2. Project and Event Support</p> <ul style="list-style-type: none"> • Provide support and involvement to the GM Markets & Sustainability. • Assist with the organising and at times leading internal and external projects and events, including grower meetings and road shows, conferences and staff functions. • Liaise and coordinate with internal resources as required. 	<ul style="list-style-type: none"> • NZM events reflect positively on the company and brand. • Exceptional experience had by attendees and stakeholders, including positive feedback. • Key milestones are met within agreed timeframe.
<p>3. Other Duties, Health & Safety and NZM Policies</p> <ul style="list-style-type: none"> • Back-up reception duties as required. • Duties are not limited to those specified, so further tasks may be assigned on a project or ongoing basis. 	<ul style="list-style-type: none"> • A proactive flexible approach is undertaken to achieve NZMs business objectives • Awareness of Health and Safety requirements and procedures. • Awareness and compliance with all NZM policies.

Jobholder is responsible for	Jobholder is successful when
<ul style="list-style-type: none"> • Ensure that all Health and Safety requirements as outlined in the Health and Safety policy are complied with. • Ensure all NZM policies are complied with. 	

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance development process.

Work Complexity

Most challenging duties typically undertaken or most complex problems solved:

- Being one step ahead of and keeping up to date with the needs of the GM Markets & Sustainability.
- Managing multiple tasks often with tight deadlines.
- Understanding the NZM language.

Person Specification

This section is designed to capture the expertise required for the role at the 100% fully effective level (this does not necessarily reflect what the current jobholder has). This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications (or equivalent level of learning)

Essential	Desirable
	<ul style="list-style-type: none"> ▪ Degree in Marketing or Business

Knowledge / Experience

Essential	Desirable
<ul style="list-style-type: none"> ▪ 2+ years in a similar role ▪ Computer savvy in MS suite and research techniques 	<ul style="list-style-type: none"> ▪ Primary Industry knowledge ▪ Event management or coordination experience

Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Advanced Level	<ul style="list-style-type: none"> • Confidentiality • Professionalism • Interpersonal ability
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	<ul style="list-style-type: none"> • Initiative and proactivity • Tenacity • Communication skills, both written and oral • Time management • Attention to detail • Integrity • Planning and organisation skills • Proactive / self-starter
Competent level	<ul style="list-style-type: none"> • Strong team player • Computer savvy • Ability to establish credibility • Relationship building • Empathy • Flexible
Awareness	<ul style="list-style-type: none"> • Primary sector in New Zealand • Global brands

Change to job description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

Approved by

Employee Name

Job Title

Signature

Date

Approved by

Managers Name

Job Title

Signature

Date
