# **VACANCY**

# **Programme Support – Fixed Term: One year**

We are looking for someone who is enthusiastic and positive to join our existing team in Wellington.

If you offer strong administration experience, enjoy working in a team, know what it means to take ownership of a role, then we would like to hear from you. This role will keep you busy and while the team enjoys a good laugh and shares lively banter, it is all about getting the work done. We enjoy a healthy workspace culture and to keep it this way, we place a lot of value on finding a good ‘fit’ for our teams. Good interpersonal skills and ability to manage relationships well are key attributes we are looking for.

***What is required in this role?***

* To work responsibly alongside team mates to provide critical support functions within a niche service provision space.
* High level efficiency to ensure we have things covered and the boxes are always ticked.

***What will you be doing?***

* Data input with high attention to detail
* Coordinating services
* Managing in box with team members
* Picking up work overflow within the team
* Accurate data capture

***What is needed?***

* Previous general administration experience
* Can-do attitude and a strong team player
* Strong communication & relationship management skills
* Excellent time management and organisational skills
* Competency across Microsoft Office suite
* Responsive and resourceful
* Diligent and Savvy
* This role requires professional conduct, team work and supports outcomes for both Maori and Tauiwi. We will require a covering letter, CV and application for appointment form.
* The successful applicant will be required to undergo reference checks and security clearance.

Applications are invited from those eligible to work in New Zealand and holders of a New Zealand work visa without restrictions.

Read through the full job description on our website or request one directly from us as directed below.

*Don’t miss this opportunity to work for a highly successful NFP organisation and join our lively team – get in touch today*.

Contact: Cheryl Gibbs - Request a position description and an application form directly from us: Cheryl@refuge.org.nz  Phone: (04) 802 5078  Or visit our website for an application form and a copy of the job description at <https://womensrefuge.org.nz/about-us/work-for-us>

**Applications for this role close at 12 noon on 30 November 2021.**