



<b>Job Title</b>	Corporate Services Administrator
<b>Service</b>	Corporate Services
<b>Location</b>	HomeGround, 140 Hobson Street
<b>Reports to</b>	Business Services Manager
<b>Direct reports</b>	N/A
<b>Date prepared</b>	July 2023
<b>Key Relationships</b>	<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Business Services Manager</li> <li>• Asset and Facilities Manager</li> <li>• Corporate Services Support team</li> <li>• Other Facilities &amp; Asset Management team members</li> <li>• Other Auckland City Mission staff as required</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>• Community spaces hiring relationships</li> <li>• Contractors and Service Providers</li> </ul>

<b>Job Purpose</b>
<p>To provide administrative support to the Corporate Services team; ensuring business services and the operational needs of HomeGround are met. This role will contribute to improving processes related to internal administration, the relationships with external groups accessing community spaces and other duties that will arise from time to time. This is a cross functional role working across multiple teams.</p> <p>This role is key to building services operations and will be responsible for ensuring that tasks are completed to a high standard and within a timely manner. Work co-operatively and positively with all stakeholders with a can-do approach.</p>

<b>Key Responsibilities</b>
<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Coordinate the day-to-day operations of Corporate Services.</li> <li>• Professional, efficient and friendly management and booking of meeting rooms for internal and external stakeholders.</li> <li>• Liaise with Front of House reception and Basement entry for visitor to HomeGround and Auckland City Mission Offices.</li> <li>• Coordinate and manage the staffroom kitchen services; maintaining supplies, crockery, cleaning products, kitchen utensils and cooking equipment.</li> <li>• General administration support: incoming mail logging and distribution. Stationery purchasing and comparative pricing, stationery storage, supplies and log authorisation and re distribution of items to services at main and other sites.</li> </ul>

- Coordinate office equipment needs and maintaining supplies. Ensure Level 1 copiers, franking machine, document binding areas are organised, tidy and well stocked.
- Coordinate building access and liaison with Facilities Team, External Contractors and Suppliers. Including access to specific areas across Auckland City Mission. Suppliers log for all sites kept updated.
- Coordinate with external stakeholders to ensure PPE and secured destruction bins are maintained and emptied on a regular basis.
- Coordinate office facilities ensuring they are adequately stocked with supplies and are clean and tidy.
- Coordinate the allocation and distribution of locker keys, panic alarms and parking partner passes.
- Coordinate building carparks use for both internal and external stakeholders.
- Manage Auckland City Mission vehicle fleet, ensuring legislative compliance.
- Support catering for staff events.
- Coordinate level 9 Function Room and the Community Rooms.
- Support waste management for HomeGround.
- Support pest control management for HomeGround.
- Support laundry requests regular and ad hoc.
- Health & Safety; Report near misses and incidents. Actively contributes to hazard identification and management. Participates in Health & Safety training and fire drills. Adopts safe work practices and encourages others to do the same.
- Being part of the Mission Team; attend meetings and contribute. Build and maintain relationships.
- Build and maintain positive and professional relationships with internal and external stakeholders.
- Elevate issues, concerns and risks with key relationships to Business Services Manager
- Adhere to all Mission operating procedures, policies, guidelines and standards of integrity and conduct.
- Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work.

**Essential Skills**

- Full New Zealand Drivers Licence.
- Excellent communication skills – written, visual, and oral.
- Strong ability to collaborate, build rapport, and maintain relationships.
- Strong resourcefulness, time management and organisational skills.
- Confidence using Microsoft Suite.
- Initiative to recommend improvements and efficiencies in ways of working.
- Commitment to embodying the principles of Te Tiriti o Waitangi in organisational practice.

**Desirable Skills**

- One years' experience of Building Services administration or general administration.
- One years' experience of working with external contractors.