

Financial Services Council New Zealand

Title: Business Coordinator

Reports to: Business Manager

Location: Auckland city location (plus some flexibility to work from home)

Hours: Part time (negotiable with successful applicant)

Purpose:

- A key member of the Financial Services Council (FSC) team, you will undertake a range of administrative activities, with the primary focus initially on the management of the busy and rapidly growing calendar. In addition, there will also be some marketing and event related support from time to time.
- You will be successful when the FSC has achieved its goals and objectives and the business and administrative needs of the organisation are running efficiently and effectively.
- You will be a versatile, proactive, multi-tasker looking to make a real difference to the effectiveness of this small but growing, dynamic, team.

Key responsibilities:

One - To assist the FSC team and business operations.

- Manage, schedule, and coordinate the FSC calendar (incl. committee meetings, FSC team meetings, member inductions, focus groups, etc)
- Assist with other administrative activities as required (eg CRM maintenance, SharePoint filing)
- Support front office activities (phone and email enquiries)
- Liaise with members and other stakeholders where required

Two - To support FSC Committees.

- Schedule committee and working group meetings
- Prepare Committee agendas and meeting packs (with FSC secretariat)
- Take minutes at Committee meetings as required

Three - To arrange meeting logistics.

- Arrange venue bookings/meeting rooms for meetings (liaise with FSC members)
- Manage logistics for meetings (Zoom or in person)

Four - To contribute to a sustainable organisation and generally enhance the member offering.

- Partner with the FSC team (and vendors) where required to ensure successful execution of events
- Partner with the FSC team on a variety of initiatives and projects.

Skills/Capabilities – others will say that you demonstrate:

- The highest level of personal and professional integrity
- Proven organisational and administrative ability and attention to detail
- Proficient in MS Office with interest to learn new systems and software
- A positive proactive approach, committed to delivering on time in a busy environment
- Excellent interpersonal skills with a confident, respectful and effective communication style
- First class written communication ability
- A growth mindset, knowing it takes hard work to develop and deliver
- A desire to be part of a successful team

Qualifications/Experience – you will have gained knowledge through:

- Previous experience in an administrative role
- Financial services experience (beneficial but not essential)

Values – your values will align with the FSC's values

- Collaboration
- Consumer Focus
- Honesty and Integrity
- Agility