

BASKETBALL NEW ZEALAND INCORPORATED

JOB DESCRIPTION

JOB TITLE

Executive Assistant & Office Manager

PURPOSE

- To provide confidential, high quality and efficient secretarial support, personal assistance and administrative support to the Chief Executive and the Board, as well as providing administrative assistance to all Basketball NZ (BBNZ) staff.
- This role is a key administrative support role and assists BBNZ to achieve its objectives through the delivery of timely and efficient support and assistance.

SPECIFIC DUTIES & RESPONSIBILITIES

Executive Assistance

- Be the right hand to the Chief Executive, managing calendars, correspondence, travel, reporting, and confidential documentation.
- Coordinate Board activities including meeting logistics, communications, travel, and minute-taking.
- Prepare and distribute Board papers, reports, stakeholder communications, and AGM materials.
- Support Senior Leadership Team meetings with agenda planning and minute-taking.
- Organise stakeholder and committee meetings with precision and professionalism.

Office Management

- Be the friendly face and first point of contact for BBNZ's general communications and phone lines.
- Manage office supplies, facilities (BBNZ office), and vendor relationships to keep everything running smoothly.
- Maintain and improve administrative systems, including organisation-wide document filing and SharePoint updates.
- Lead the planning of staff events, huis, farewells, and celebrations that reflect our values and culture.
- Prepare and manage the administration budgets and forecasts. This includes the CE, Board, Staff events/huis and AGM budgets.
- Keep website information up to date in conjunction with the Marketing & Communications team.

Health & Safety Leadership

- Champion a safe and healthy workplace as our Health & Safety lead and floor warden.
- Ensure emergency supplies and procedures are always up to date.
- Promote a culture of wellbeing and safety across the organisation.

Values, and Organisational Culture:

- Uphold the BBNZ values and demonstrate these within your work.
- Participate as an active citizen within BBNZ by playing an active role in culture, team events, and daily organisational life.

GENERAL DUTIES & RESPONSIBILITIES

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfillment of the duties, responsibilities, obligations, and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

SKILLS, EXPERIENCE & EDUCATION

- A tertiary qualification and strong administrative experience.
- Proficiency in Microsoft Office and digital collaboration tools.
- Exceptional communication, organisation, and problem-solving skills.
- A proactive mindset and ability to juggle multiple priorities with grace.
- A commitment to teamwork, confidentiality, and continuous improvement.