

Office Administrator

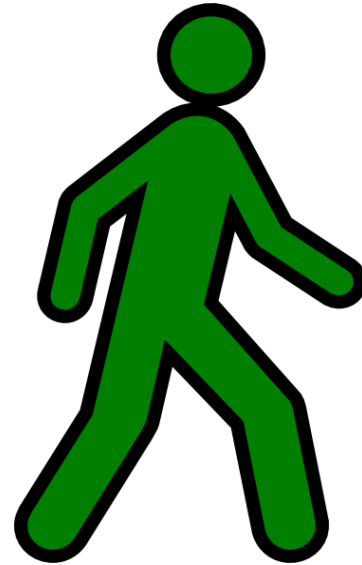
Soft Skills

Attention to detail
 Good communication skills/phone skills
 Reliable/self-management (e.g. being at work on time)
 Honest/trustworthy
 Able to follow instructions
 Responsible
 Willingness to learn
 Practical/logical

Teamwork & work independently
 Self-motivated
 Good customer service skills
 Flexible & Adaptable
 Positive attitude
 Relationship building skills
 Show initiative
 Problem solving skills
 Professional personal presentation
 Accurate
 Well organised and systematic
 Able to learn new skills

Able to work unsupervised
 Strong communication skills
 Strong customer service skills
 Ability to multi-task
 Calm under pressure

Sound decision making skills



- ★ Pre-employment
- ★ Mid level
- ★ Entry level
- ★ Senior level

Technical Skills

Organisational skills
 Good time management
 Computer skills
 Literacy & numeracy skills (NCEA L2 beneficial)
 Driver's licence

Planning skills
 Record keeping skills
 Good computer skills
 Process driven
 Can prioritise
 Health and Safety knowledge

Minute taking
 Report writing skills
 Ability to manage staff/coach/mentor
 Strong planning /prioritisation skills & can meet deadlines & manage conflicting priorities
 Proficient computer skills
 HR skills & knowledge
 Budgeting/Cost management
 Leadership skills
 Understand and adhere to confidentiality

Strategic thinking
 Analytical skills
 Solution focused
 Advanced HR skills & knowledge

Roles

Work experience

Assistant
 Administrator
 Coordinator
 Support

Office Manager
 Dispatcher
 Executive Assistant
 Personal Assistant
 Event Manager
 Project Manager