

# Office Administrator

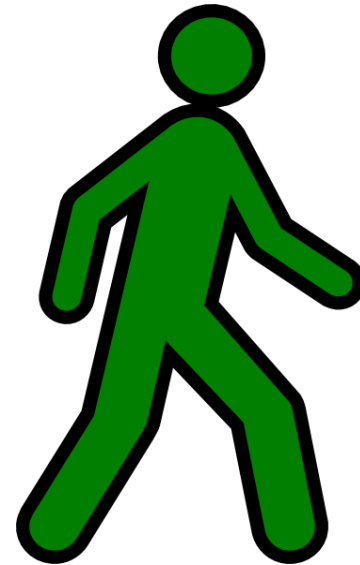
## Soft Skills

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

Teamwork & work independently  
 Self-motivated  
 Good customer service skills  
 Good writing skills  
 Flexible & Adaptable  
 Positive attitude  
 Relationship building skills  
 Show initiative  
 Problem solving skills  
 Professional personal presentation  
 Accurate  
 Systematic / Methodical  
 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
- ★ Entry level
- ★ Mid level
- ★ Senior level

## Technical Skills

Organisational skills  
 Computer skills  
 Literacy & numeracy skills (NCEA L2 beneficial – useful subjects: English, Business, Maths, Technology)  
 Driver's licence  
 Planning skills  
 Record keeping skills  
 Good computer skills  
 Process driven  
 Prioritisation skills  
 Health and Safety knowledge  
 Basic bookkeeping skills  
 Basic data entry/management skills  
 Ordering & manging supplies  
 Useful qualification – L3-5 Business/Business Admin  
 Minute taking  
 Report writing/preparation skills  
 Event management  
 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  
 Able to use accounting software (e.g. MYOB)  
 Leadership skills/Conflict management skills  
 Understand and adhere to confidentiality  
 Strategic thinking  
 Analytical skills  
 Solution focused  
 Advanced HR skills & knowledge

## Roles

Work experience

Assistant  
 Administrator  
 Coordinator  
 Support  
 Personal Assistant

Office Manager  
 Dispatcher  
 Executive Assistant  
 Senior Personal Assistant  
 Event Manager  
 Administration Manager  
 Team Leader

Project Manager