



PERSONAL ASSISTANT/TRAVEL ADMINISTRATOR

The New Zealand Post Primary Teachers' Association Te Wehengarua has a vacancy for a fulltime administration role at its national office in Wellington.

This position has varied and demanding duties, working as part of a small team with specific responsibilities involving support for a group of advisory staff and arranging travel for Association committees and executive members.

Applicants must have a comprehensive knowledge and skills in the use of Microsoft 365. Good planning and organisational skills, together with the ability to work under pressure, will be required in this role. Excellent interpersonal and communication skills will be essential. Good problem solving and initiative will also be required.

Terms and conditions of employment are covered by a Staff Collective Agreement. The Association is an equal opportunities employer and affirms Te Tiriti o Waitangi.

Applicants must be legally entitled to work in New Zealand. If you are not a New Zealand citizen, you must have the right of permanent residence.

A job description may be obtained from Christine McNicol at cmcnicol@ppta.org.nz or phoning (04) 913 4235.

Applications must be received by 5 pm on Friday 27 January 2023 and should be emailed to: cmcnicol@ppta.org.nz.