



Job description

Title	Group Administrator
Number	101169, 100719, 103542
Group	All organisation
Division	All organisation
Reports to	Executive Assistant
Direct reports	No direct reports
Date	July 2025

Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:-

- modelling organisational values at all times
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Matauranga Māori and our partnership with tangata whenua.

Job purpose

The Group Administrator provides efficient, professional administrative support and project coordination across assigned groups within the organisation. This role ensures seamless operations, confidentiality, and discretion while supporting managers, teams, and strategic initiatives.

Key outcomes

Administration & Business Support	<ul style="list-style-type: none">• Deliver high-quality, timely administrative assistance across assigned work groups.• Prepare and manage documents, reports, contracts, and correspondence.• Ensure documentation is accurately stored, shared, and managed in compliance with information management processes.• Maintain accurate databases and records, ensuring consistency and accessibility.
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	<ul style="list-style-type: none"> • Coordinate calendar scheduling and meeting arrangements, including agenda preparation, minute-taking, and follow-up actions. • Plan and organise travel logistics, training registrations, conferences, and events. • Provide technical troubleshooting support for administrative systems
Financial & Procurement Administration	<ul style="list-style-type: none"> • Process purchase orders and invoices accurately and on time, and ensuring creditors are paid per policy. • Conduct financial administration tasks, including budget reporting, purchase orders, P-card reconciliation, invoicing, and supplier management. • Ensure procurement and contract management comply with TCC policies and guidelines
Project Support and Coordination	<ul style="list-style-type: none"> • Provide coordination and administrative support for key projects or events as assigned, including agenda preparation, minutes, and logistics. • May assist in project reporting and updates, including coordination and stakeholder engagement. • May be required to support special projects, including supporting change management and strategic initiatives
Health & Safety Support	<ul style="list-style-type: none"> • Support your assigned work groups in ensuring health and safety responsibilities are met. • Support processes to maintain compliance with workplace safety regulations.

The job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

Person specifications

Essential
<ul style="list-style-type: none"> • Relevant administrative certificate/qualification (such as NZQA National Certificate Level 4) or equivalent experience.

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- 3-5 years' experience in a senior administrative role, demonstrating a customer-centred approach.
- Advanced proficiency in Microsoft Office applications, including document and report preparation.
- Strong experience and accuracy in data entry, database management, and system administration.
- Proven ability in calendar management, scheduling, and coordination of meetings and events.
- Financial administration and procurement experience, including purchase orders and invoice processing.
- Effective technical troubleshooting and problem-solving skills related to administrative systems.
- Strong understanding of information management best practices
- Excellent communication skills

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WHANAKE TE TAI

Our values

Pono / Integrity

We do what we say we will do

Manaakitanga / Respect

We listen to all views and show we care

Whāia te tika / Service

We do the right thing for our community
and each other

Whanaungatanga / Collaboration

We work together and create connections