

Position description

OFFICE ADMINISTRATOR

About Xerra

We believe in a sustainable future through the power of science, which means we are focused on conducting research and developing products that help us look after our planet.

We use Earth observation data and remote sensing technologies to develop new and applied science-based products for New Zealand industry, local and national governments, as well as the international market.

We're a collaborative and multidisciplinary team made up of research scientists, software engineers, designers and business and communication experts. We hire passionate, purpose-driven people who want to conduct research and build outstanding and effective products in a safe and fun, but hardworking environment.

We believe that to build a great company and tackle complex problems, we need a broad range of skills, perspectives and backgrounds. We invest in our team, support one another and intentionally make time for open conversations. We want to identify our blind spots, and that requires a steady integration of new perspectives.

Position purpose

This role, along with every role at Xerra, has a strong focus on company culture and contributing in the right areas, at the right time, to help the team deliver well.

As a key part of our business and administrative team, you will be responsible for many aspects of the day-to-day detail of running a company, including a variety of complex and confidential administrative and financial duties.

Position scope

This is a part-time position of 10-15 hours per week. You will have the opportunity to work flexible hours, provided you are able to deliver on your primary accountabilities and attend meetings within regular working hours, as needed.

The majority of the Xerra team is geographically distributed throughout Aotearoa New Zealand, however, this role will be based in Alexandra.

On a day-to-day basis you'll work most closely with the Director of People.

Primary accountabilities

Financial

- Process and reconcile financial transactions and maintain appropriate records
- Prepare and administer payroll

Human resources

- Provide administrative support toward the recruitment of new staff
- Assist the induction of new staff
- Maintain and monitor leave records

General administration

- Maintain appropriate Health and Safety registers and records
- Organise travel, meetings and other administrative requirements
- Provide other administrative support to the wider organisation as required

Key characteristics

As an Office Administrator at Xerra, you need to have an organised, methodical mindset. You need to be agile in thinking and planning and operate effectively in a changing work environment.

To thrive in this role, you need to be a quick learner, savvy, and always looking for ways to improve. You need to have a high level of integrity and be driven to achieve the goals of the organisation and responsibilities of the role.

Knowledge, competencies and skills

- Well-developed computer skills, with a knack for quickly learning new programmes
- A high level of organisational skills with a sharp attention to detail
- Strong written and oral communication skills
- Ability to work in a self-directed manner, while also working well with others
- An understanding of the NZ GST system (desired)
- Experience in using Xero & Hubdoc (desired)
- Knowledge of Human Resources and Health & Safety legislation (desired)