

Office Assistant

Reporting to: Executive Assistant
Location: Council Offices, 36 Weld Street, Hokitika
Date Reviewed: 29 January 2019

Position Purpose The position is identified to support the business administration and back-office services of Westland District Council.

Functional Relationships

INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
<ul style="list-style-type: none"> • Chief Executive • Executive Team • Westland District Council staff 	<ul style="list-style-type: none"> • Ratepayers, Residents and the General Public • Suppliers • Caterers

Limitations of Authority:

As defined in the Delegations Manual.

Financial: N/A

Staff: N/A

Operational:

Key Tasks and Responsibilities

<p>1. Filing</p> <p>a) Collect all filing (including Important Documents) on a daily basis and file appropriately.</p>	<ul style="list-style-type: none"> • Collect all filing from the various departments within the Council and ensure the information is filed in a timely and appropriate manner. The filing includes the Important Documents. • Update the codafiles as required and move to the Archives Room for storage. Ensure that the Business Support Officers are advised of changes to the file codes.
<p>2. Photocopying, Scanning and Shredding</p> <p>a) Provide a photocopying, scanning, binding and laminating service to staff as and when required.</p> <p>b) Restock the supplies of photocopier paper, including filling the photocopiers.</p> <p>c) Shred sensitive documents.</p>	<ul style="list-style-type: none"> • Ensure that all photocopying, binding and laminating is undertaken in a timely manner. • Restock the supplies of paper weekly in the various departments and fill each photocopier with paper twice weekly. • Shred sensitive documents as required.

<p>3. Assist with Setting up for meetings</p> <p>a) Assist with setting up and cleaning up for Council and Committee Meetings as required, including taking catering trays back to the outlets.</p> <p>b) Ensure that the dishwasher is loaded and unloaded and dishes are stacked away and tea/coffee containers are replenished.</p> <p>c) Pick up any supplies from New World as required.</p> <p>d) Tidy the Council Chambers</p>	<ul style="list-style-type: none"> • Ensure that the catering trays are delivered back to the various outlets in a timely manner. • Check the dishwasher has been set on a daily basis and ensure that it is unloaded and dishes put away and the tearoom is tidy. • As required. • Tidy the Council Chambers as required.
<p>4. Water Plants</p> <p>a) Water all the plants in the office.</p>	<ul style="list-style-type: none"> • Ensure that this task is completed on a weekly basis.
<p>5. Car Grooming</p> <p>a) Undertake car grooming of Council's vehicle fleet.</p>	<ul style="list-style-type: none"> • Undertake car grooming of Council's Vehicles as required.

HEALTH AND SAFETY:

- To adhere to all Council and safety plans, policies and procedures including using protective equipment supplied.
- To identify existing or potential hazardous conditions and recommend appropriate corrective actions.
- To report all accidents and near miss events.
- To be familiar with emergency procedures.
- To ensure safe working conditions, develop safe working practices and wear protective clothing and equipment where necessary.
- To implement the removal of hazards where practicable and provide training in this area.
- To investigate accidents and near miss events.
- To ensure staff are trained and kept up to date with any new work safe policy changes.
- To ensure visitors and contractors operate under the Council health and safety policy and procedures.

To meet the Council's statutory responsibilities for civil defence and emergency management you will be expected to participate in any civil defence and emergency management training initiatives and undertake activities, as directed as part of Council's emergency response.

Person Specification

Qualifications/Experience

- NCEA Level 2 or equivalent.
- An understanding of the Council environment is desirable but not essential.

Skills / Attributes

- Excellent verbal and written communication skills
- Ability to ensure that work is completed to a high standard and to meet deadlines
- Ability to work cooperatively as part of a team demonstrating energy, vision and initiative
- Excellent Customer Service skills
- Ability to manage time and prioritise and organise workload

This job description gives a general outline of the duties and is not intended to be an inflexible or finite list of duties. It may therefore be amended from time to time.

Employee's Signature

Date

Manager's Signature

Date