

## Administration Lead/Team

### Job purpose

The Administration Lead coordinates the administration tasks for Kiwiburn to make sure the documentation side of things runs smoothly, and liaises between the various teams and the ExCom Secretary. The role is primarily one of communication and project management, acting as a central hub for all things admin.

### Key Responsibilities

- Assist with entry and track administration tasks on Asana, ensuring tasks are entered for best usability of users, and bring them to the attention of the various teams when due. Administration deals with tasks such as:
  - Asana (Project Management software) entry and maintenance.
  - Resource Consent Compliance Documents (optional).
  - Insurance (optional).
- Ensure any administration issues are brought to the attention of the ExCom in a timely manner, and that policies affecting admin teams are communicated effectively.
- Participate in the ExCom Live Google Group, adding useful tags Threads to assist users and identifying any issues that affect the administration team.
- Assisting Team Leads with using the Kiwiburn GDrive and utilising Kiwiburn Admin Resources.
- Assisting the ExCom Secretary with collection of Team Leads Afterburn Reports.
- Working with the ExCom Secretary on specialty admin projects to improve information systems available to Team Leads.

### Working Relationships (ref: [Kiwiburn Org Chart](#))

- ExCom Secretary.
- Team Leads (assisting with the use of Asana, GDrive, and Kiwiburn admin resources).
- Insurance providers (optional).
- Resource consent contacts (optional).

### Time Commitment

- **Year round:** 1 hour per week (average).
- **On site:** N/A.
- **Post event:** Assisting the ExCom Secretary with collecting Team Leads Afterburn Reports.

### Necessary Qualities, Knowledge and Experience

- Organised and task focused.
- Good internet access.
- Written communication – responsive to email.

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- Ability to delegate.

### **Desirable Qualities, Knowledge and Experience**

- Experience with Google Docs and/or GDrive.
- Project management experience.
- Project management software experience (such as Asana).