

### Role Title - Admin 2IC

#### Job Purpose:

The Administration Team 2IC assists in coordinating the administration tasks for Kiwiburn to make sure the paperwork side of things runs smoothly, and liaises between the various teams and the ExCom. The role is primarily one of communication and project management, acting as a central hub for all things admin.

#### Key Responsibilities:

- Track administration tasks on Asana and bring them to the attention of the various administration teams when due. Administration deals with tasks such as:
  - Resource Consent Compliance Documents
  - Hireage quotes and agreements
  - Ticketing and Survival Guide
  - Insurance
- Check in with teams to ensure resources are available and that tasks are completed on time.
- 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 Team Leads' Google Group and identify any issues that affect the administration teams.
- Coordinate development and review of department documentation, manuals, job descriptions, and reports as necessary. This may include delegating tasks through liaison with the Volunteer Coordinator if appropriate.
- Acting as the liaison point for generic Kiwiburn enquiries (e.g. ticketing)

#### Working Relationships:

- Admin team lead
- Excom
- Secretary
- Team Leads
- Contractors

#### Time Commitment:

- **Year round:** 1-5 hours per week
- **On site:** Not required
- **Post Event:** 1-5 hours per week



## Job Description

### **Necessary Qualities, Knowledge and Experience:**

- Organised and reliable
- Good internet access
- Written communication – responsive to email
- Ability to delegate
- Project management

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

- Previous experience in a role within Kiwiburn
- Knowledge of Asana

Revision date - 10/6/2017