



Thank you for your interest in the vacancy we have advertised for a Business Administrator, based in Nelson.

Please find attached a Job Description and Application Form.

Your application will need to include:

- a completed application form
- cover letter
- a copy of your current CV listing contact details for at least 2 referees.

Incomplete applications may not be progressed, so please ensure you include everything requested above.

You are reminded that applications close on Friday 29th March 2019 at noon (12.00pm). You can either email your application to vacancies@electronet.co.nz, or post to ElectroNet, PO Box 375, Greymouth.

If you have any queries please phone ElectroNet on 0800-768 9300

Job Title: Business Unit Administrator

Basic Details:

Position Size: 6 Month Fixed Term, 40 hours per week

Functional Relationships:

- Contracts Manager
- General Manager Contracting
- Lines Workers and Electrical Fitters
- Westpower Finance Staff
- All other ElectroNet staff

External Relationships:

- Customers, Sub-Contractors and Suppliers

Location: Stoke, Nelson

Reports To: Finance Officer

Role Purpose:

To provide administrative support to the business unit staff in accordance with ElectroNet Transmission standards, procedures and policies.

Key Responsibilities & Expected Deliverables:

Responsibility	Deliverable
Health & Safety	<ul style="list-style-type: none"> • Ensure the requirements of the Health and Safety at Work Act 2015, and of the ElectroNet Safety System, are met at all times. Have a sound knowledge of the Policies and Procedures of the company, including (but not restricted to) the following: <ul style="list-style-type: none"> ○ Health & Safety Policy ○ PPE Policy ○ Drug & Alcohol Policy ○ Fit for Work/Fatigue Management Policy ○ Working Alone Policy ○ Quality Policy ○ Environmental Policy • Ensure compliance at all times • Be approachable and proactive in regard to safety, quality and environmental control improvements at all times
Quality Assurance	<ul style="list-style-type: none"> • Assisting with allocation of Internal Audits and Safety Observations • Responsible for entry of completed Internal Audits and Safety Observations, including any opportunity for improvement (OFI) and Corrective Actions (CAR) • Assisting with updating Internal Audit and Safety Observation Schedule/Report
Communication	<ul style="list-style-type: none"> • Keep all customers informed of progress of their job • Prepare any required internal and/or external reports to meet deadlines • Inform staff of their responsibilities via the Workplan and advise staff of any changes in a timely manner
Data Entry	<ul style="list-style-type: none"> • Assisting with Entry of Purchase Order Information • Responsible for Entry of credit card transactions and ensuring receipts are authorised • Assisting with the maintenance of the client's landowner database • Assisting with the entry of information into the vegetation database • Processing Debtor Invoices in both ElectroNet Transmission and client databases, including processing any decommitments
Customer Service	<ul style="list-style-type: none"> • Ensuring a quality result which meets or exceeds customer expectations • Maintains a professional image of the company in all dealings with customers and the public at large

Administrative Support

- Assisting with the front-line telecommunications, answering phones and redirection to the relevant person
- Assisting with arranging travel and accommodation for business unit staff
- Assisting with ensuring internal and external visitors are taken care of in a professional manner (e.g. provide coffee and food)
- Where required, assist managers with typing and the formatting of documentation
- Responsible for reconciling credit card accounts weekly
- Responsible for processing and allocating monthly credit card payment, authorisation and filing of documentation
- Responsible for filing administrative information and keeping filing system up to date
- Assisting with coordinating, maintaining and updating training data and informing staff of upcoming training sessions (e.g. competency refreshers, traffic management refreshers, first aid & CPR courses).
- Organise meeting venues, presentation equipment, food and beverages, motel accommodation and advise meeting participants of relevant meeting information
- Take minutes at meetings as required
- Assisting with issuing and maintaining competency cards

General

- Any other reasonable duties and responsibilities as delegated by ElectroNet Management

Values:

All employees of ElectroNet are required to possess and demonstrate the following Company Values:



Values Compliance

- Frequently bring the Values of the company into conversations with workers.
- Constantly lead by example by displaying the Values in all interactions.
- Identify team members whose actions constantly display application of the company Values in their interactions with others, and recommend any such person to a management team member for a Values award recognition.

Person Specification:

- Team player
- Ability to cope with fast paced, stressful situations with tight deadlines
- High level of integrity
- Self-managing and self-motivated
- Good time management strategies
- Flexible to continual change
- Able to legally reside and work in New Zealand

Knowledge, Skills and Attributes

- Demonstrates sound knowledge and experience of administrative procedures
- Relevant business administration training or qualification would be an advantage
- Demonstrates computer literacy to an intermediate level
- A background in accounting systems and financial systems would be an advantage
- Demonstrates an ability to prioritise and work systematically
- Demonstrates excellent verbal, written and numerical skills
- Demonstrates attention to detail
- Demonstrates an ability to seek additional work, complete tasks on time and follow through on promises



JOB APPLICATION FORM

CONFIDENTIAL
(To be completed by Applicant)

POSITION APPLIED FOR:			
LOCATION:			
MR, MRS, MISS, MS, DR			
SURNAME:		GIVEN NAMES:	
ADDRESS:			
CONTACT PHONE NUMBERS:	HOME:		
	WORK:		
	CELL:		
EMAIL:			

Question	Answer
Are you legally entitled to work in New Zealand?	
Have you ever been convicted of a criminal offence or are you awaiting charges in a criminal court of law? If yes, please give details:	
Current Driving Licence Classes	
Do you have any demerit points or endorsements? If yes, please give details:	
If successful, would you need to give notice to a present employer? If yes, how long	
Do you consent to the company contacting your present employer, for the purpose of reference checking? If yes, please give details for the contact person	

The section over-page is designed to meet ElectroNet's responsibilities under the Health & Safety in Employment Act 1992, and ACC legislation, specifically to ensure the capacity of any applicant or employee to safely undertake the tasks associated with the position for which you are applying. Any information provided is strictly confidential between yourself and ElectroNet Services Limited.

1. Have you had, or do you currently have, an injury or medical condition caused by gradual process, disease or infection (e.g. hearing loss, sensitivity to chemicals, back injury, repetitive strain injury) which the tasks associated with this job may aggravate or contribute to?

Answer:

If yes, please specify the health problem or disability:

2. Have you been absent from work for a period of 1 week or longer, in the last 2 years, through illness or injury?

Answer:

If yes, please specify the health problem or disability:

3. Have you ever had difficulty coping with change, work pressure, or any other stressful workplace event?

Answer:

If yes, please specify the health problem or disability:

4. Safety is the number one priority for all work undertaken by ElectroNet employees. Are you willing to make a personal commitment to work safely and take all practicable steps to ensure nothing you do will endanger others?

Answer:

5. Do you agree to undergo a full medical examination, including Drug Screen?

Answer:

DECLARATION:

I _____ (*full name*) declare that to the best of my knowledge the answers in this form are correct and I understand that if any false or deliberately misleading information is given, or any material fact suppressed, I will not be accepted, or if I am employed my employment will be terminated.

SIGNATURE: DATE: