

WESTLAND DISTRICT COUNCIL

JOB DESCRIPTION

JOB TITLE

Office Assistant

PURPOSE

- The position is identified to support the business administration and back-office services of Westland District Council, including supporting the Executive Office with various duties.

SPECIFIC DUTIES & RESPONSIBILITIES

Filing

- Assist with any filing as required.
- Update the Council's Asset-Gift Register every 6 months, taking photographs and labelling.

Photocopying, Scanning and Shredding

- Provide a photocopying, scanning, binding and laminating service to staff as and when required.
- Restock the supplies of photocopier paper, including refilling the photocopiers.
- Shred sensitive documents.
- Restock the second-floor stationery cupboard and notify Customer Services when stocks need to be replenished.

Assist with setting up for meetings

- Assist with setting up and cleaning up for Council and Committee Meetings as required, including taking catering trays back to the outlets.
- Order catering for meetings/functions, and pick up any additional refreshments as required.
- Tidy and sanitise the Council Chambers, CE's Office, and any meeting rooms.

Council Tearoom

- Collect supplies of milk for the tearoom twice a week.
- Ensure that the dishwasher is loaded and unloaded and dishes are stacked away and tea/coffee containers are replenished daily.
- Keep the staff noticeboards up to date, including around the photocopiers.

Water Plants

- Water all the plants in the office.

Car Grooming

- Undertake grooming of all the Council's fleet vehicles, reporting any damage they discover when cleaning.

Health and Safety stocks

- Ensure that regular stocktakes of health and safety supplies are undertaken and ensure that staff are advised when they are required to be reordered.
- Update the Fire Warden Stations with information, including health and safety.

Health and Safety

- To adhere to all Council and safety plans, policies and procedures including using protective equipment supplied.
- 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.
- 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.

GENERAL DUTIES & RESPONSIBILITIES

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

SKILLS, EXPERIENCE & EDUCATION

Qualifications/Experience

- NCEA Level 2 or equivalent.
- Minimum of a Provisional Driver's Licence
- Based in Hokitika
- 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.