



POSITION DESCRIPTION

Position Title

Executive Assistant

Reports To

Administration Manager

Post

Seoul

Group

Americas and Asia Group

Location

New Zealand Embassy Seoul

Date Created/Updated

June 2024

About the Post

The Post represents the New Zealand Government to the highest standards of professional excellence in diplomacy, trade negotiations, international development and consular services. This is done by building connections with the host Country and accredited countries where relevant, that enables the New Zealand Government to achieve more than they could alone.

The Post takes a distinctively New Zealand approach, reflecting New Zealand's diversity and heritage. Our values are professionalism, leadership, respect, collaboration and innovation.

We seek to deliver value to New Zealand and New Zealanders, through:

- improved prosperity for New Zealand and our region
- the stability, security and resilience of our country, our people and our region
- leadership by amplifying New Zealand's influence and standing in the world
- kaitiakitanga or stewardship, by delivering solutions to global challenges for the benefit of present and future generations.

Our values are:

Impact

- We achieve for New Zealand, everyday, everywhere

Kotahitanga

- We draw strength from our diversity

Courage

- We do the right thing

Manaakitanga

- We honour and respect others

Diversity and Inclusion

We aspire to be a workplace that values and utilises diverse and inclusive thinking, people and behaviours. This means that our staff reflect the diversity of New Zealand and the countries we work in, and that the contributions of staff with diverse backgrounds, experiences, skills and perspectives are valued and respected.

About the Position

The **Executive Assistant** is responsible for providing PA support to the HOM and administration functions to the Post to ensure the smooth and efficient operation of the office. The position also serves as back-up on consular matters.

Key Accountabilities

The position has the following key accountabilities:

Administration

- Provide PA and administrative services to the HOM e.g., email and call screening, placing of calls, scheduling appointments and diary management, coordination of inwards invitations, meeting and greeting of and provision of hospitality to visitors, drafting of correspondence for the HOM's signature etc.
- Provide reception and telephonist duties as required.
- Manage the mail process, including airfreight bags and couriers.
- Book and coordinate HOM and other post staff transport requirements. Undertake monthly audit of post vehicle running sheets.
- Assist to arrange and organise functions, meetings, presentations, conferences and workshops including venues, catering and associated agendas and documents as appropriate.
- Provide verbal and written translation between English and the local language, or source internally or externally as required.
- Undertake general administration, including scanning documents for electronic filing, maintaining official Ministry registers i.e., Art, Assets etc.

Other Duties

- In consultation with the Administration Manager, maintain leave records for seconded and local staff with timely monthly returns to HRS of seconded staff leave
- In consultation with the Head of Mission, manage the post's presentation/gift stocks including selection of an appropriate range of items, ordering/purchasing, and maintaining of an inventory of presentation items
- In consultation with the Head of Mission, maintain the inventory of official alcohol stocks
- Manage other Embassy purchases (e.g., meat, salmon)
- Construct and maintain an overall Embassy contacts database.
- Provide support and serve as a back-up officer on Consular matters.

Organisational Responsibilities

- Ensure all Ministry policies and procedures are adhered to.
- Be aware of and adhere to the Health and Safety policies and procedures.
- Contribute to Post-wide projects and emergency response situations.

Knowledge Management

- Contribute to the continuous development of the Post's knowledge base by using the Post's internal systems, sharing information and data with relevant internal stakeholders.

Security

- Be familiar with the Post Security Instructions and adhere to these at all times.

Qualifications, Skills, knowledge & experience

You must have the following qualifications, skills and experience:

- Five to six years' previous successful experience in a secretarial or administration support role to a manager and/or team
- Demonstrated ability to contribute to and work within a team
- Excellent written and oral communication skills (in both English and Korean)
- Demonstrated ability to build and maintain effective relationships
- Excellent Microsoft Office suite skills
- Well-developed planning and organisational skills, including ability to prioritise tasks effectively and work under pressure
- Strong customer focus, with the ability to communicate effectively with a range of people
- Possess a strong achievement/delivery focus – sets high standards including accuracy and attention to detail
- Ability to work autonomously and within guidelines, demonstrating the use of sound judgement
- Demonstrated commitment to continuous improvement, including adaptability and openness to change
- Ability to anticipate issues and problems and think of creative solutions
- Displays personal integrity and an honest and ethical approach
- The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the position description and such other duties reasonably within their experience and capabilities as may be from time to time.

Relationships

The position is required to build and maintain the following relationships:

Internal (within Post)

- Head of Mission / Post
- Other seconded and locally engaged staff
- Group Business Manager, Wellington
- Account Managers (e.g. Finance, HR)

External (outside Post)

- Other New Zealand Agencies
- Local Foreign Ministry
- Administrators in other key diplomatic missions
- Local Government Contacts
- Other New Zealand Agencies

Delegations

The position does not have any financial responsibilities.

Mandatory Role Requirements

- Ability to obtain and maintain appropriate security clearances (specifically, local police clearance).