

# Office Administrator

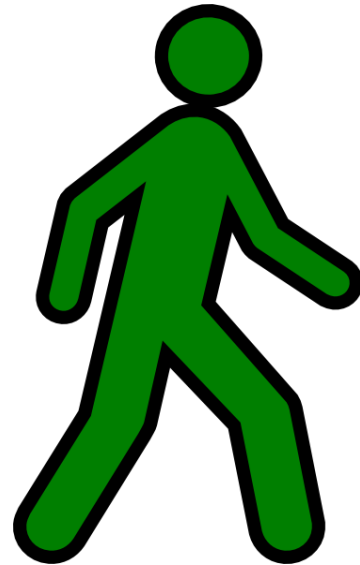
## Soft Skills

Attention to detail  
 Good communication skills/phone skills  
 Reliable/self-management (e.g. being at work on time)  
 Honest/trustworthy  
 Able to follow instructions  
 Responsible  
 Willingness to learn  
 Practical/logical

Teamwork & work independently  
 Self-motivated  
 Good customer service skills  
 Flexible & Adaptable  
 Positive attitude  
 Relationship building skills  
 Show initiative  
 Problem solving skills  
 Professional personal presentation  
 Accurate  
 Well organised and systematic  
 Able to learn new skills

Able to work unsupervised  
 Strong communication skills  
 Strong customer service skills  
 Ability to multi-task  
 Calm under pressure

Sound decision making skills



- ★ Pre-employment
- ★ Mid level
- ★ Entry level
- ★ Senior level

## Technical Skills

Organisational skills  
 Good time management  
 Computer skills  
 Literacy & numeracy skills (NCEA L2 beneficial)  
 Driver's licence

Planning skills  
 Record keeping skills  
 Good computer skills  
 Process driven  
 Can prioritise  
 Health and Safety knowledge

Minute taking  
 Report writing skills  
 Ability to manage staff/coach/mentor  
 Strong planning /prioritisation skills & can meet deadlines & manage conflicting priorities  
 Proficient computer skills  
 HR skills & knowledge  
 Budgeting/Cost management  
 Leadership skills  
 Understand and adhere to confidentiality

Strategic thinking  
 Analytical skills  
 Solution focused  
 Advanced HR skills & knowledge

## Roles

Work experience

Assistant  
 Administrator  
 Coordinator  
 Support

Office Manager  
 Dispatcher  
 Executive Assistant  
 Personal Assistant  
 Event Manager  
 Project Manager