



**Administrator – Te Whare o Ngā Tūmanako Māori Women's Refuge  
(.5 x FTE Part time - Vacancy)**

Te Whare o Ngā Tūmanako Māori Women's Refuge is looking for an administrator to work in West Auckland. This is a part time, 20 hours a week position.

You will be reporting to the Manager and have a passion to have excellent results

A full driver's licence and positive vetting results under the Vulnerable Children's Act are also requirements.

The successful candidate will ideally have:

- Proven Administration experience and skills
- Knowledge of office management systems and procedures
- Experience in finance would be preferred
- Organisational, planning and time management skills, ability to multitask and prioritise work
- Excellent verbal and written communication including listening skills
- Proficiency and experience using Microsoft Office, social media and smartphone programs
- Ability to be flexible, problem-solve under pressure and attend to details
- Professional phone manner, ability to appropriately receive visitors
- Some experience working in the social services sector where people have complex needs
- An understanding of Family Violence, its causes, and effects.
- Current clean and Full drivers' licence

We are a diverse, friendly and welcoming organisation, who work hard, and we'd love to have you join us. **Please email for position description and application form.**

[sheree@refuge.org.nz](mailto:sheree@refuge.org.nz)

Applications close: 5pm Friday the 30<sup>th</sup> April 2021