

Position Description

Position Title	Team Administrator (Property/Driver)
Post	Seoul
Category	Locally Engaged Staff
Reports to	Administration Manager
Last Review Date	September 2012
Delegations	This position does not have any financial responsibilities.
About the Post	<p>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.</p> <p>The Post takes a distinctively New Zealand approach, reflecting New Zealand's diversity and heritage. Our values are professionalism, leadership, respect, collaboration and innovation.</p>
About the Position	The Team Administrator (Property/Driver) is responsible for providing property-related administration to help ensure the efficient and smooth running of the Embassy. The position also includes some general administrative and driving duties, as well as relief receptionist duties.
Relationships	<p>The position is required to build and maintain the following relationships:</p> <p>Internal (within Post)</p> <ul style="list-style-type: none">• Head of Mission• Other seconded and locally engaged staff• Regional Assets Manager (PCM) <p>External (outside Post)</p> <ul style="list-style-type: none">• Local Foreign Ministry• Other New Zealand Agencies• Local utility providers• Local contractors (e.g stationery supplies, function supplies)• Local security companies• Property and facilities management providers• Contractors and suppliers
Key accountabilities	<p>The position has the following key accountabilities:</p> <p>Property</p> <ul style="list-style-type: none">• At the direction of the Administration Manager, obtain quotes for furniture, equipment and office supplies. Procure items as directed and ensure appropriate accounting processes are followed.• At the direction of the Administration Manager, arrange for the

- disposal of furniture, equipment and vehicles.
- Where required, arrange access to property and supervise outsource provider representatives undertaking maintenance and inspection of property.
- At the direction of the Administration Manager, assist with obtaining quotes for maintenance/repairs work and liaise with the insurance company (if required).
- In consultation with the Administration Manager and Team Administrator (Finance), plan annual budgets for purchases and maintenance of post property, assets and vehicles.
- Liaise with contractors and vendors for the provision of services – manage property and maintenance service contracts.
- Supervise management of official vehicles including regular maintenance schedules, the preparation of documentation for sale and purchase of new official vehicles, and for the deletion of registration plates.
- Assist the Administration Manager in finding and securing suitable staff accommodation, including liaison with estate agents and landlords, negotiating leases, and preparing contract paperwork.
- Where a major property project is scheduled, at the direction of the Regional Assets Manager collate and provide relevant local information.
- At the direction of the Administration Manager, undertake security and other related inspections of buildings and grounds.

General Administration

- Provide a local liaison point between the Embassy and the Protocol Division of MOFAT.
- Serve as one contact point for domestic staff at the Official Residence for property-related matters.
- Assist the Administration Manager with staff transfers.
- Manage and monitor Embassy stationery and miscellaneous supplies to ensure stocks are kept current – liaise with the Administration Manager as/when the purchase of new and additional stock is required.
- Coordinate and arrange purchases of locally sourced capital and non-capital items for the office, official residence, and staff accommodation.

Other

- Undertake driving duties as required.
- Undertake relief Receptionist duties as required.

Organisational Responsibilities

- Ensure all 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 and experience

You must have the following qualifications, skills and experience:

- One or two years experience in an administrative role
- 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 diverse range of people
- Possess a strong achievement/delivery focus – sets high standards including accuracy and attention to detail
- Numeracy skills
- Written and oral communication skills (in both English and Korean)
- Attention to detail and thoroughness in following through tasks
- Demonstrated ability to build and maintain effective relationships and working within a team
- 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
- Holds a current, clean driver's licence and be able to drive post vehicles (as required) safely in local conditions.

Additional comments

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