

# Executive Assistant – Full Time



## Local Government Focus | Helping the Chief Executive deliver great outcomes for Central Otago

### Are You ....

- A highly organised time manager with great attention to detail
- Proficient in MS Office and Outlook and the use of the internet
- A multi-tasking whizz with superior communication skills
- Able to work side by side with our Chief Executive Officer to make her super effective
- Willing to contribute to Central Otago District Council so it runs like a well-oiled machine
- A champion for incredible customer service
- Mature, with a can-do work ethic supported by positive energy levels

### Would You Like to ...

- Be the executive support officer to the Chief Executive Officer
- Be part of an organisation that is focused on delivering great outcomes to Central Otago
- Be instrumental in achieving great outcomes
- Work with a Council that values people and wants to be of service to the community

### Have you ...

- Been an administration professional with a modern, mid-size organisation
- Been working in a complex environment where communication, legislation and the customer really matters
- Got experience in taking minutes, writing letters, formatting reports, doing research and managing multiple diaries
- Become the go to person in your current job
- Delivered exceptional service to your current manager

### Answering YES to these questions, then ...

- Come work with us
- Go to [www.codc.govt.nz/vacancies](http://www.codc.govt.nz/vacancies) and read the job description
- Write a cover letter telling us why you would love this job and tell us how you meet the key selection criteria
- Include your up to date CV with names of two referees
- Email all this to Tracye Stedman [tas@codc.govt.nz](mailto:tas@codc.govt.nz) by 12noon, Wednesday 12 December 2018.

A copy of the job description may be obtained from Council's website or by contacting Tracye Stedman by email [tas@codc.govt.nz](mailto:tas@codc.govt.nz) or phone (03) 440 0628.