



Admin Support Role Description

118 Fencourt Road, Cambridge, New Zealand
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POSITION	Admin Support
RESPONSIBLE TO	Administrator
RELATIONSHIPS	Founder General Manager All staff Volunteers
HOURS	10-15 hours
POSITION OUTLINE	<p>Supporting general and data administration functions, particularly maintenance and integrity of databases and software applications. Including:</p> <ul style="list-style-type: none">- Maintenance of Carer Master database- Maintenance of Donor CRM- Maintenance of Google AppSheet applications- Validation of data to maintain high integrity of data- Create reports from systems as required- Bulk texting for various campaigns/programmes- Telephone support for campaigns/programmes- General event and campaign support- Xero reconciliation- Supporting client referral process <p>As well as other tasks and projects as required.</p>
KEY ATTRIBUTES	<p>Understand and work towards supporting and achieving the Vision and the Values of the Trust</p> <p>Organised and methodical with excellent communication skills, a high level of analytical thinking and strong attention to detail.</p> <p>Handle confidential client information with care and integrity.</p> <p>Actively being a part of and contributing to working within a team. This includes staff and volunteers.</p>