

Join us and help create a more inclusive Aotearoa.

Service Administrator

CCS Disability Action's vision is to see every disabled person included in the life of their family and community.

We have been working with disabled people and their families since 1935 and are now at the forefront of service provision, advocacy and information sharing in the disability sector New Zealand-wide. Our people are professional, innovative, dedicated and knowledgeable. We hold ourselves to the highest possible ethical and professional standards and are known for our partnership approach to support.

Job vacancy

Job title: Service Administrator

Job location: Tauranga Bay of Plenty

Hours: Full time 40 hours per week

Job specific information:

We are seeking a highly organised person to join our team. The key focus of the role is to provide high quality administrative and project support to our busy service team in our Tauranga office.

Are you an administrative and customer service whiz with excellent organisational skills, database experience, are able to multi-task and have a passion for working with people? If you have answered yes to the above, then we have the role for you.

Key Responsibilities include:

- To provide friendly, efficient, and proactive support to our Service Manager and Service team
- To oversee processing of all incoming referrals
- Data entry and file management
- Liaison and support for branch management team
- Project and event management
- Administrative duties to support the smooth running of our office including reception
- Provide customer support in a welcoming and efficient way

Ideally you will:

- Be experienced in administration
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- Have strong IT skills, including databases
 - Have excellent people skills and be a great team player
 - Be a great problem solver and adaptable
 - Have strong organisation skills
 - Have a can-do attitude and be willing to assist whenever needed
 - Have excellent communication skills, both written and verbal
 - Customer service/reception experience

This is a fulltime role based in our Tauranga office with some travel required to our Rotorua and Whakatane offices.

How to apply:

To apply please complete the CCS Disability Action application form and provide a copy of your CV and cover letter. This can be emailed to

Midland.Recruitment@ccsDisabilityAction.org.nz or posted to Vacancy, CCS Disability Action Bay of Plenty, P O Box 2148, Tauranga 3144 (Attention: Beth Bradley).

We are committed to ensuring our application process is accessible to everyone. Should you require an alternative method of application please contact Beth Bradley (Ph 07 578 0063) or email Midland.Recruitment@ccsDisabilityAction.org.nz

Go to www.ccsdisabilityaction.org.nz/about-us/job-vacancies/ for the application form and job description.

Application closing date: 5pm Thursday 5th May 2022

CCS Disability Action builds our work around three core documents; UN Convention of the Rights of Persons with Disabilities, Te Tiriti o Waitangi and the NZ Disability Strategy.

We work within a Human Rights framework and are committed to equal opportunity in all our employment policies and procedures. We welcome enquiries from everyone and value diversity in our workforce. This position offers you flexibility in how you manage the role and we openly encourage people with lived experience of disability to apply.