

CCCNZ – PERSONAL ASSISTANT

CCCNZ is a National Service Trust and a movement of churches and support ministries with a passion to see every New Zealander, of every age and ethnicity, hearing, understanding and experiencing the good news of Jesus Christ in our lifetime.

We are looking to appoint a Personal Assistant to join the team to serve God and to work towards this aim.

Position

This position is a key part of the team and ministry focus of CCCNZ and will support the Ambassador in tasks related to communication and working life.

The ideal candidate would have previous experience in a similar role, outstanding communication and interpersonal skills, and an ability to manage multiple tasks concurrently within a cloud eco system. They will be well organised, proactive in managing documentation and structures and be able to action tasks in a timely and accurate manner.

This role will be 20 hours per week and will be based out of the Palmerston North office.

The appointee will be required to support the Ambassador in the following areas:

- Arranging travel and accommodation
- Arranging and managing diaries, meetings and appointments
- Managing correspondence for the Ambassador
- Supporting the Ambassador in the area of reporting and internal structures

A full Job Description is available on request.

All applicants for the role need to be New Zealand citizens or permanent residents of New Zealand.

Applications for this role close 7 December 2018.

Please send your CV and cover letter to:

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