

Office administrator

Part-time or full-time role (Hours open to negotiation)

This job description outlines the tasks required of the employee but does not form the potential employee's Employment Agreement. This job description is likely to change from time to time, to suit the needs of the mission of Reach Beyond. Therefore, flexibility is required from the potential employee.

Location of the Role

Reach Beyond Auckland offices, Mt Wellington, Auckland.

Purpose of the Role

Provide administrative help to the RB New Zealand staff and missionaries. Engage and maintain relationships with donors and supporters.

The position reports to the CEO, who in turn is responsible to the Trust Board.

About Reach Beyond

Reach Beyond is a mission agency that focuses on the unreached. Reach Beyond is part of global community committed to seeing Jesus known and loved among all people. We are a partner-driven organisation that aims to reach every unreached people group of more than 100,000 individuals giving them ready access to a relevant and life-changing gospel message.

Day-to-day responsibilities

- Managing the office in an orderly and efficient manner
- Accounts (using Xero)
 - All accounting functions, including, but not limited to;
 - Receipting of donations.
 - Paying accounts in a timely manner.
 - Preparing reports for board meetings.
 - Payroll.
- Maintaining the 'Profiler' donor database and maximising its use for the benefit of the organisation and the donors.
- Managing work teams (applications, follow up, etc.).
- Maintain and increase social media engagement, using our social media strategy.
- PA to the CEO.
- General administrative duties not mentioned above.
- Any other work as directed by the CEO.

Requirements of role

- Personal attributes & values
 - A strong Christian faith.
 - Personal values aligning with Reach Beyond organisational identity and values.
 - Willingness to learn, upskill and lift performance.
 - Willingness to take on simple hands-on practical tasks as well as more complex work.
 - Ability to work with many different faith expressions, where-ever they are on the spectrum of conservative to charismatic.

- Skills, knowledge and expertise
 - Proficient in Microsoft Office and Adobe suite (InDesign, Acrobat).
 - Computer literate.
 - Excellent oral, written and interpersonal communication skills.
 - Able to effectively provide admin support to multiple people at once.
 - Organise data and documents in a logical and clear manner.
 - Able to manage and deal with sensitive and confidential information appropriately.

- Potential for international travel

If you are interested in the role, please contact rgrainger@reachbeyond.org