

## CCCNZ – OFFICE ADMINISTRATOR

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 an Office Administrator 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 day to day functions of the organisation and give support to the wider team.

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. The full team are geographically disbursed therefore a confidence in working within this environment is desired.

This role will be 15 hours per week and has the opportunity to be based either out of the Cambridge office or the Palmerston North office.

### The appointee will be required to support the National Administrator in the following areas:

- General office administration and support for the full team including projects, bookings and accurately managing documentation and communications
- Giving assistance to the day to day financial management of the organisation
- Overseeing and managing the celebrants register
- Assisting the National Administrator in supporting the functions of the board

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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CCCNZ National Administrator  
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