



Executive Office Coordinator (Auckland)

The United States Consulate General in Auckland invites suitably qualified applicants to apply for the full time position of Executive Office Coordinator. This position is situated within the Executive Office of the Consulate General in Auckland, and provides secretarial, administrative and logistical support to the Consul General (CG). The position also acts as a key figure in the coordination of all Consulate General activities, such as provision of administrative support to all employees, work guidance, processing of time and attendance, travel arranger, event/function coordinator and protocol support. The Executive Office Coordinator is also the main point of contact for the general public and other Consulate and Embassy Sections.

To be successful in this role, you will have completed secondary school, have a minimum typing speed of 75 wpm and have at three years of experience in a secretarial, personal assistant or office management position. Applicants must have a strong command of Microsoft Office (Word, Excel, Outlook) and coordination, event management and administrative skills.

An ability to work independently, display initiative and prioritize work flow is important. Candidates also need strong interpersonal skills, and an ability to communicate effectively with tact and diplomacy. Strong knowledge of customer service, administrative, local government and business procedures and systems is also required.

The starting salary for this position is \$48,261 per annum per annum (negotiable depending on experience), with some special benefits e.g. both U.S. and New Zealand Holidays - an approx.. total of 20 days; and 8.7% contribution by the employer to an employee's retirement.

*If you are not a New Zealand citizen or permanent resident, you **must have a current valid work permit** to be eligible to apply for this position. All employees of the U.S. Government are required to complete full medical and security background checks.*

A copy of the full job description and the "Application for Employment" (DS-174 form) are available at http://newzealand.usembassy.gov/job_opportunities.html

If you meet all the eligibility criteria for this role, please complete and submit your application form, cover letter and CV by email to Wellington.HR@state.gov

Applications close on Monday, 28 September 2015

Note: Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.