

We are looking for an enthusiastic **Personal Assistant** with a passion for excellence to join our Executive Team.

This is a hands on role which requires lots of common sense, initiative and get up and go, where no two days are ever the same. It is important that you possess a can do, willing and flexible attitude; naturally go the extra mile, think outside the square. You are proactive and calm, accurate, methodical and very detailed. You are a team player, flexible to undertake tasks as required and have the ability to juggle a multitude of tasks and priorities.

Key Responsibilities include:

- Diary and arranging travel of the executive team.
- Coordinating meetings with various stakeholders, taking minutes and preparing correspondence.
- Conducting research, preparing reports and handling information requests and conference organization.
- Maintain filing systems for records and correspondence.
- Assist with other functions of the company as well as special projects from time to time, as required.

Skills and Experience:

- Minimum of 8-10 years' experience in a Personal Assistant role, preferably within the health or IT sectors.
- Proficient user of Word, Excel and PowerPoint
- Demonstrable knowledge of administrative and clerical procedures and systems.
- A good command of written and spoken English is fundamental to the role.
- A knowledge of business administration would be advantageous.
- A relevant tertiary qualification would be highly regarded.

Applicants for this position should have NZ residency or a valid NZ work permit.

Working with us means working hard, being on time, rolling up the sleeves and getting on with the task at hand. You get to work in a team where you are valued, respected and rewarded for your hard work. There are also plenty of laughs along the way.

If this sounds like the career for you, please submit your CV and cover letter to hr@medtechglobal.com.

Whilst we appreciate the time and effort taken to submit your individual application, only short listed candidates will be notified.