



OFFICE ASSISTANT

The NZ Vegetarian Society is a registered charity and has been supporting vegetarians/vegans and those wanting to become vegetarian/vegan throughout New Zealand for seventy-five years. We are governed by an Executive Committee of volunteers. The National Office is currently in need of an assistant to help our Office Manager.

This position is 10 hours per week with some flexibility in the timing and is based in Epsom.

Key responsibilities include:

- Assisting the Office Manager and Trademark Manager in their roles
- Data entry for accounts / membership database
- Incoming and outgoing mail, shipping and receiving
- Banking
- Managing supplies and maintenance of office and storage areas, including organising minor repairs
- Updating website and social media with events as required
- Preparing and setup for stalls
- Assisting the editor with the quarterly magazine including the mail-out
- Helping organize and maintain the office
- Performing general office duties and errands
- Coordinating events as necessary

To be successful you will ideally:

- Be vegetarian/vegan
- Have excellent interpersonal skills and can work in teams and with employees and volunteers alike
- Excellent verbal and written communication skills
- The ability to work autonomously with minimal supervision
- High levels of MS Office Skills and able to pick up new systems such as wordpress, mailchimp, database etc.
- Previous experience with website management and social media management would be an advantage
- A positive, energetic outlook
- A doer and team-player, happy to pitch in with whatever needs doing to get the job done
- Ability to work outside normal office hours (stalls or events)

Apply now for interview in early January

To apply, please send your up to date CV and a cover letter of no more than 500 words to info@vegetarian.org.nz with the subject line **Office Assistant**