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## *NZGFA - Executive Officer*

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Are you looking for a part time position in management?

Are you good with people and can manage a variable workload?

Are you looking for varied work in an exciting and fast paced industry?

### The Role:

The New Zealand Groundspread Fertilisers Association Inc. is looking for an Executive Officer to manage the day to day business of this vital Industry Association.

You will be working in a challenging but rewarding environment where attention to detail is essential and flexibility is key.

### Responsibilities:

This is an important role needing someone with great people skills, who is resilient, efficient, enthusiastic and detail orientated.

Your responsibilities will include, but are not limited to:

- Liaising with the President, Council and Branches on a regular basis.
- Implementing the Association's Strategic Plan.
- Managing the meetings and resolutions of National Council.
- Oversight of the financial management of the Association.

### Required Skills:

Experience in advocacy and the agricultural and fertiliser industries is advantageous but is not essential. What is important is a can-do attitude, strong work ethic and willingness to learn!

Our ideal applicants will have:

- Management skills including competency in the use of computers for data base and records.
- Excellent communication skills, both written and verbal.
- The ability to multitask and work to deadlines with attention to detail and accuracy.
- A desire to exceed expectations and become a valuable part of a vibrant and successful team.
- Reliability, responsibility

To apply, please send a cover letter, CV and references to Kevin Geddes at [kandlg@xtra.co.nz](mailto:kandlg@xtra.co.nz) by 5:00p.m. on Friday 28<sup>th</sup> June 2019.

Applicants for this position should have New Zealand residency or a valid New Zealand work visa.