



Executive Assistant

Are you passionate about supporting those who make a difference in the community?

Do you hold your mahi to a high standard and want to take it to the next level?

Play a pivotal role in the brand awareness of Stepping Stone Trust

We are looking for a superstar Executive Assistant, to work alongside our CEO and his amazing Senior Leadership Team.

Mō Te Tūranga | About The role

If variety is something that spins your wheels, you're reading the right job ad!

Located at our Head Office on Lincoln Road you will be getting to know and work with our CEO, supporting the Senior Leadership Team, and promoting Stepping Stone Trust as one of the largest Community Mental Health services in Canterbury and Otago. You can expect to be our 'right hand person' for taking minutes, organising travel, staff events, Board document management and all those typical EA tasks. The added bonus to this EA role is the opportunity to get involved in increasing our brand awareness through our website and other social media channels – we want someone to take ownership and champion our brand, and build on our positive culture.

Mōu | About you

You will be an experienced Executive Assistance with:

- Minimum of 5yrs experience in an EA role, ideally in the health and /or NGO sector
- 1 -2 years' experience in managing web content and brand management
- A commitment to live out our partnership under Te Tiriti o Waitangi principles
- Sound knowledge of office software systems e.g. Microsoft Office, email etc
- Outstanding written, oral, and numeric communication skills
- A warm personality and the ability to build and maintain good professional relationships

Tā mātou mahi | We offer

- Central location
- Free parking
- Flexible working hours
- Extra day off to celebrate your birthday (after 6 months)
- Professional development

Mō mātou | About us

We are a faith-based organisation, delivering mental health recovery services, and our mission is to journey with people to find a place of standing, hope, recovery, and wellness. We champion our values of Faith, Grace, Hope, Love, and Integrity in our work by bringing the best of ourselves to every situation and put the wellbeing of all the people we care for, first.

If this sounds like a bit of you then please go to our Stepping Stone Trust website, [Stepping Stone Trust - Vacancies \(recruitment.co.nz\)](https://recruitment.co.nz/stepping-stone-trust) and apply today. Please don't apply through the SEEK apply button as we don't seem to be receiving applications that way and we want to hear from you!

Stepping Stone Trust is an Equal Opportunities Employer, and we strive to attract and maintain a diverse workforce. We are committed to providing a working environment that embraces and values diversity and ensures a positive culture for people to work in.

To find out more about this vacancy, please refer to the position description or contact Lynda Francis on 0211905737, or visit our website www.stepstone.org.nz

*** As these positions are covered under the Public Health Response (Vaccinations) Order 2021, a condition of employment is that staff are fully vaccinated.*

*** Our organisation has a strong commitment to safeguarding vulnerable people; and any employees will be vetted to a level appropriate to the role for which they have applied.*