Candidate Name  **M:** xxx xxx xxx │ **E:** xxx@xxxx.co.nz

A highly organised, detail-oriented and trusted project administrator with excellent communication skills at all levels, an innovative, solutions-focused approach and a passion for providing high-quality support

Professional Summary

As a self-motivated and tenacious project administrator with exceptional interpersonal skills, I have ten years’ experience in supporting large projects in the petrochemical industry. An effective communicator with a demonstrated ability to work well under pressure, I thrive in fast-paced and dynamic settings. I pride myself on my excellent time management and attention to detail and am known as an approachable and supportive team player who always goes above and beyond to help others. I enjoy building strong connections with a range of key stakeholders within a business and am motivated by knowing that I am adding genuine value. I am seeking a new position within an inclusive and forward-thinking environment where I can use my broad administrative skill-set to ensure that organisational objectives are met or exceeded.

Core Competencies

* Deadline-driven with exceptional time management, planning and organisational skills in pressurised settings
* Capably manages multiple conflicting priorities whilst maintaining quality, accuracy and attention to detail
* A clear and confident communicator with people at all levels of an organisation including senior leadership
* Builds strong relationships with internal and external stakeholders including colleagues, customers and suppliers
* Highly motivated, self-directed and customer-focused with a willingness to go the extra mile to deliver results
* A collaborative, enthusiastic and helpful team member who also works well autonomously when required
* Values-driven with high integrity and loyalty and a proven ability to maintain information in absolute confidence
* Technically astute with advanced Microsoft Office skills and proficiency in a range of systems and programmes

Professional Experience

XXXX NZ Ltd, March 2011 – Present

Business Administrator

*XXXX is the only manufacturer of xxxx in New Zealand. The three production facilities in xxxx are capable of producing up to 2.2 million tonnes of xxxx per year.*

**Role Overview:** This role involves providing robust and accurate administrative support to the XXX project team, document quality control system update, Emergency Management team and the Maintenance department.

**Key Achievements:**

* **Streamlined processes and maximised efficiencies:** I implemented a system which made it easier for staff to complete their timesheets online through Sharepoint.  This positively contributed to the environment by eliminating paper usage, and saved approximately five hours of administration time per week for technicians and management.
* **Assisted with rolling out Sharepoint:** I became the focal point of our department of 60+ staff in transferring data from an old operating system to a new online Sharepoint portal.  I cleaned up original data and then designed new folder structures to streamline data once migrated, which saved the team many hours of administration.
* **Capably backfilled a range of team administrators:** I have covered all administrators within their Department functions during illnesses and unexpected leave. This has both saved costs by avoiding hiring temporary employees, and saved each department crucial time due to my ability to pick up each role with ease and keep it functioning.

**Key Responsibilities:**

* **Providing administrative support to the XXXX project team:**
	+ Coordinating the set-up of project offices and contractor facilities as required
	+ Coordinating project meetings and recording minutes, actions, agendas and associated documentation
	+ Managing calendars and events, ensuring the smooth running of any meetings or events i.e. breakfasts
	+ Providing support/training to project team administrators around XXXX systems and procedures
	+ Liaising with the team manager, team members, internal departments, customers and suppliers
* **Providing administrative support to the document quality control system update:**
	+ Working with the project lead and developer to create a Sharepoint Library of Controlled Documents
	+ Managing data to ensure correct detail was transferred and conducting user acceptance testings
* **Providing administrative support to the Emergency Management team:**
* On a call-in roster to provide administrative support during emergencies, including typing and reporting of necessary documentation for review.
* **Providing administrative support to the Maintenance Manager and the Maintenance department of 50+ staff:**
* Managing payroll using MYOB PayGlobal system
* Business reporting using PowerPoint, Microsoft Word and Microsoft Excel
* Managing calendars Calendar management using Microsoft Outlook
* Providing IT support to team members
* Managing the department training matrix and managing HSE requirements for staff
* Performing data entry in Maximo, Access Databases, Sharepoint and Microsoft Explorer
* Managing documents within our internal Sharepoint system
* Coordinating travel and meeting arrangements for the global management team
* Sharepoint migration/implementation including content clean-up and site setup
* Inspecting Body Corporate documentation including auditing requirements

Earlier Professional Experience

|  |  |
| --- | --- |
| **New Plymouth District Council, 2009 – 2011**Venues Administrator**New Plymouth District Council, 2009 – 2009**Customer Support Officer | **Te Runanga o Ngai Tahu, 2008 – 2009**Secretary |

*Further details of earlier experience are available on request.*

Professional Development

|  |  |
| --- | --- |
| **Pro Med, 2020**Comprehensive First Aid Certificate**Port Taranaki, 2019**Port Taranaki Access Induction**Methanex, 2020**Global Hazard Identification Programme course**Methanex, 2019**Environmental Awareness course**Sharp Drive, 2017**Safe Driving Basics course**Methanex, 2015**Safety Culture Maturity Model workshop**Dave Cox Consulting, 2015**Emergency Management Team - Co-ordinated Incident Management System course | **ThinkTank Media Ltd, 2014/2015**Corporate PA Summit workshop**Methanex, 2014**Incident Management System**Sustainability Future Growth, 2013**Manage Incident Response Information course**Bright Star Training, 2012**Essential Management Skills, EA/PA workshop**The Royal NZ Police College, 2012**Marine SAR Management course**Methanex, 2011**Culture, Human Factors & IRP (Incident Reporting Programme) course |

*Referee details are available on request.*