

Position Title	Administration Support
Division	Biomedical Services New Zealand Limited
Department / Location	Wellington Region
Reporting To	NZ Group Manager
Direct reports	None
Employment Status	Part- Time – 27.5 hours per week

All terms and conditions of the Company Policies and Procedures apply to this position.

Overall Purpose

Biomedical Services New Zealand Limited (BSNZ) is the leading independent provider of specialist technology services to the health and aged care sectors and operates throughout New Zealand. BSNZ, a wholly owned subsidiary company of Cabrini Health Limited forms part of the Cabrini Technology Group, employing over 500 staff and incorporates Chemtronics Direct, ALTER, VHHE, Hospitech Facilities and Asset Management, In-a-Tick Compliance Testing Services and Cabrini Centre for Innovation.

Health facilities deploy a vast quantity and variety of medical assets in providing health services. Many of these assets are mission critical and most can cause harm to patients or staff if not operating correctly. Hospitals are required to follow various standards as part of daily health care operations including maintenance of medical equipment. The BSNZ biomedical engineering programme provides full life cycle asset management that meets or exceeds all relevant Standards, including those of AS/NZS3551. Cabrini Technology Group operates a strategic asset management framework which is externally audited and certified by BSI to ISO55001 and a quality management system externally certified by SAI Global to ISO9001. This asset management framework applies to all divisions or companies that form Cabrini Technology Group.

BSNZ operate the following business units in New Zealand: Capes Medical Supplies, Alter, Axis Health and AWA Technology.

Purpose:

The purpose of the position is to provide administrative support to the organisation. It is to provide high level help and support to the Management team members, assist the technical team and all branches with their administration requirements.

Key Accountabilities

Administrative Duties

- Undertake administrative duties required for the smooth operation of all company functions. Including but not limited to: answering the telephone, banking, collecting and preparing the mail, photocopying, maintaining filing system, and preparing items for couriering.
- Support NZ Group Manager with administrative functions as requested.
- Support other Managers within the company with administrative functions as requested.
- Maintain the vehicle register, including the status of mileage, servicing, warrant of fitness and registration.
- Organise travel and accommodation for Company personnel as required.
- Identify areas for process enhancement and propose solutions.
- Streamline administrative workflows
- Manage office supplies and equipment.
- Assist with marketing activities as requested.

- Prepare and support companywide functions, including organising social club functions, Christmas functions and gifts.
- Prepare power point presentations and company newsletter.
- Coordinate with other branch offices and departments as needed.
- Administration of Health and Safety management.
- Administration of Quality systems and processes
- Carry out such other duties as may reasonably be required.

Project Coordination:

- Assist in project planning, execution, and follow-up.
- Coordinate project-related tasks and deadlines.
- Monitor progress and report to the General Manager.

Meeting Management:

- Schedule, organize, and prepare materials for meetings.
- Take meeting minutes and follow up on action items.
- Ensure timely distribution of meeting agendas and relevant documents.

Accounting Support

- Creditor support – provide creditor reconciliation and support
- Credit Card Receipts – ensure credit card receipts have been provided and are matched to credit card statements
- Debtor support – follow up on overdue invoices, answer invoicing queries
- Banking; daily reconciliation of bank transactions
- End of Month Support – provide end of month support to finance team
- Prepare reports as requested
- Other duties as required

Technical Administration

- Assist the technicians in any administrative duties as required. This includes but is not limited to: ordering supplies and addressing necessary issues.
- Assist the technicians in the preparation of scheduled visits as required.
- Update and maintain the register of vendors
- Assist Technical Managers and leaders at month end, this includes generating and sending clients reports, sending next testing schedule.

Office and Workshop Work Areas

- Ensure work areas are maintained in a clean and tidy state.

Key Relationships

Internal:

- High levels of internal communication and interaction with all direct and indirect reports.
- Work as a team player and demonstrating loyalty to colleagues and the organisation;

- Maintain professional relationships with all staff and clients.

External: Hospital Management, client’s management, clients’ operations, OEM.

Authority - do not amend

- As specified within the Approval Delegations and Authorities and as delegated from time to time.

Safe Practice and the Environment - do not amend

- Ensure the company policies and operations comply with all statutory obligations and requirements, including the Health and Safety at Work Act
- Take responsibility to ensure that yourself, other staff, contractors and visitors do not place at risk the health, safety or well-being of yourself or others in the workplace
- Ensure objectives of Health and Safety policies are integrated into work practices
- Consult with staff on workplace health and safety matters which may affect them and ensure communication of Health and Safety issues are promoted as a normal component of work
- Arrange adequate training, information, instruction and supervision so that work is conducted safely.
- Make all contractors and visitors aware of safety procedures
- Take immediate and appropriate steps to report, investigate and rectify any risks to health and safety and report promptly relevant health and safety issues
- Ensure all accidents and near misses are properly reported and recorded and investigations are carried out
- Maintain at all times safe access to and egress from the workplace
- Ensure all staff are familiar with emergency and evacuation procedures and co-operate with directions from emergency or evacuation wardens and professionals

Quality - do not amend

- Be well acquainted with the Cabrini Technology Group ISO9001 Certified Quality Manual, Policies and Online Quality Management System.
- Ensure that all activities undertaken are consistent with the Quality Policies

Cabrini Mission, Values, Vision and Behaviour - do not amend

- Work and act in a way consistent with Cabrini Health’s Mission, Values and Vision
- Ensure behaviour is in line with the Cabrini Health “Behaviours that Matter”

Skills and Qualifications

Qualifications

- NZ Diploma of Administration or equivalent qualification – *desirable but not essential*

Skills**Essential**

- Experience in a professional office environment preferred
- Proficient in Microsoft Office Suite
- Accounting packages – knowledge of computerised accounting systems
- Strong communication and interpersonal skills
- Ability to multitask and prioritise tasks
- Attention to detail and accuracy
- Customer Service and Liaison
- Data-entry skills;
- Able to work independently and as part of a team

Approval - do not amend

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this role. This document may be revised or updated at any time in line with role, and / or organisational changes. Any such changes will be communicated with the appointed person.

I certify that this position description is an accurate description of the responsibilities assigned to the role.

Line Managers Signature & Print Name

Date

Position Holders Signature & Print Name

Date