



Operations Assistant

Badminton Oceania is one of five Continental Confederations working closely with the Badminton World Federation (BWF) to implement a wide range of development programmes and events in the Oceania Region in partnership with our 17 Member Countries.

This newly created full-time Operations Assistant role is an entry level position based in our office in Ellerslie, Auckland, New Zealand

We are seeking an energetic, enthusiastic and proactive person who is competent at multi-tasking to provide day to day support to all staff with a particular focus on the areas of administration, communications and events.

All applicants must be legally entitled to work in New Zealand

Please send a cover letter and CV to:

Badminton Oceania

E-mail: office@badmintonoceania.org

Please put in the subject line: **Operations Assistant**

Applications close Wednesday 30 November

Only applicants who are required for an interview will be contacted

The selected candidate will be expected to commence the role in January 2023



Job Description

POSITION TITLE:

Operations Assistant

HOURS OF EMPLOYMENT:

Full-time position equivalent to 40 hours per week which may include weekends, evening work and travelling away from home

REPORTING TO:

BOC Secretary General

KEY RELATIONSHIPS WITH:

- BOC Administration Manager
- BOC Communications Manager
- BOC Development Manager
- BOC Coaching and Development Manager

LOCATION AND TRAVEL

The role is based at the Badminton Oceania Office: Ellerslie, Auckland, NZ

There is flexibility to do some hours from home

The role may include travel both within NZ and internationally

ROLE OVERVIEW

- This is an entry level position, to provide assistance and support to all BOC staff across all areas of the organisation, with a focus on administration, communications and events

GENERAL ADMINISTRATION

- To assist in the day-to-day administrative functions of the Badminton Oceania office, liaising with staff, Member Associations and other stakeholders.
- To assist in the drafting of contracts, agreements and policies
- To assist with the preparation of funding applications
- To oversee equipment storage and stock control, prepare equipment for shipping – some heavy lifting will be required

COMMUNICATIONS SUPPORT

- Assist with the planning, creation, and scheduling of social media posts on Facebook and Instagram
- Writing and editing news stories and pages on Badminton Oceania's website
- Design and edit branded documents using Adobe CC and Canva

EVENT SUPPORT

- Assist with event logistics for Badminton Oceania led events
- Assist with the preparation of pre-tournament reports and documents
- Assist Member Countries with event preparation and delivery where required

KEY COMPETENCIES

- Sports sector or badminton knowledge and experience in the events area
- Good time management and organisational skills, the ability to prioritise work and meet timelines
- A good understanding of digital platforms (Social media channels, CMS e.g., WordPress, Adobe Creative Cloud)
- Good grammar, copy-writing and proof-reading skills
- Proficient IT skills including the use of: excel, word, outlook
- High levels of competency in English – spoken and written
- Ability to work independently as well as part of the BOC team
- A flexible and adaptable attitude

