

Operations & Events Officer

Operations Team

Role Purpose

Drive key administrative functions, manage all aspects of office management, provide governance secretarial functions to optimise organisational efficiency, while leading business events that advance DWC's strategic objectives and deepen stakeholder relationships.

Key Responsibilities

- Manage and maintain DWC offices - resources, to maintenance, to used by the team in their day-to-day functions.
- Front of office, providing exceptional customer service as DWC's first point of contact.
- Corporate administrative and secretarial support across the organisation – including report preparation, drafting correspondence records management, data collection and maintenance, diary management, meeting and event coordination and logistics.
- Secretarial and governance support to project teams and governance groups – including agenda and report preparation, minute-taking and drafting, meeting management, board compliance and systems.
- Identify, develop and organise business events, workshops and training programmes, including all logistics, marketing, budgets and management, working closely with the team to identify and provide the right options.
- Event manage DWC meetings, functions, business events, and significant annual events, including the DWC Leading Light Business Excellence Awards and annual Tourism Summit. From initial planning through to implementation and post event evaluation, this role is hands on at every level.
- Attracting and liaising with sponsors, securing service providers through appropriate procurement mechanisms, identifying and engaging relevant speakers, developing marketing collateral and advertising programme, and engaging with key stakeholders for significant events.
- Maintain, develop, support and implement systems to promote efficiency and continuous improvement across all areas of responsibility.
- Supporting the Operations Team, including policy drafting, process documentation, system/process development and implementation, and all round support to ensure the Team and DWC as a whole can successfully carry out all functions.

Key Skills and Attributes

- Excellent organisational, prioritisation, time management, and multitasking abilities, enabling you to work well under pressure.
- Strong communication and relationship-building skills.
- Highly proactive and perceptive, with a sharp eye for detail.
- Proficient in Microsoft suite of Office products.
- Diplomacy, discretion and confidentiality beyond reproach.

Location	Greymouth
Reports to	Operations Manager
Direct Reports	0
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Desired Qualifications

- 5+ years' experience in corporate office management and event and/or project management.
- Relevant qualifications in business administration and event management.
- Full Drivers Licence