



JOB ADVERT – OFFICE ADMINISTRATION MANAGER

The Opportunity:

This is an exciting opportunity to support our growing team and ensure that the office runs efficiently and effectively. The Office Administration Manager will be responsible for streamlining operational and administrative tasks. They will also support the Director by maintaining accurate and timely reports regarding finances and supporting material to allow business and operation planning.

Why Work with Southern Music Therapy:

Southern Music Therapy is a private practice that provides Music Therapy and Community Music services to people of all ages and with many different needs. Our team support our communities while at the same time valuing each other for our individuality and different experiences that we all bring to the organisation.

By joining our team you will be able to:

- build on your administration and communication skills
- work in a friendly and supportive environment
- work flexibly across the week both from our clinical space and remotely
- join a forward-thinking organisation working in the field of arts and health

What Southern Music Therapy is looking for:

The successful applicant must be efficient, well-organised and able to work independently and with initiative when needed. Strong communication and the ability to multitask and prioritise are essential.

- Essential that you can work using different systems and software
- Experience with payroll and financial systems, e.g. XERO
- Proven time-management and organisation skills
- Experience with Administration
- Knowledge of the health sector is an advantage
- IT savvy and confident with computers.

Duties will be flexible from week to week and will include:

- General office administration to staff members and Director.
- Provide support for the development of policy, procedures and quality management as well as monitoring health and safety.
- Take responsibility for all invoicing and payroll matters.
- Proactively keeping the Client Management Software database up to date.
- Providing IT support to employees as needed.
- Preparing and editing promotional and training materials.
- Providing support with general marketing administration, including social media and the website.

- First point of contact for new clients. Responding to enquiries from clients and organisations. An empathic and sensitive writing manner and the ability to write supportive email content is essential.

Salary and Hours:

- Contract: PAYE fixed term contract for 1 year
- Part-time: The role is anticipated to be a minimum of 15 hours per week
- Hours: working within our core hours of Monday-Friday, 9 am-5 pm. Flexible working options are available and can be discussed.
- Occasional availability for evening meetings and out-of-hours events in the future.
- Starting hourly rate for this role is \$26 per hour with a pay review 3 months after starting.

Next Steps:

To apply, please send your CV and a one-page covering letter as a PDF stating why you would suit this role in line with the above criteria for what Southern Music Therapy is looking for to info@smt.nz with 'Office Manager 2021' in the subject line.

Deadline for applications: 17th December 2021

Starting date end of January.

Interviews will include a Zoom interview or a face-to-face interview in our office.

For more information about Southern Music Therapy please visit <https://www.smt.nz/>