



## New Zealand Institute of Chemistry Administration Role

The New Zealand Institute of Chemistry require an administrator and digital communications officer to join their organisation on a part-time basis (8-10 hours a week). The position would suit someone who is confident, can work independently, can communicate easily with a variety of people and can manage their own time effectively. This is a remote working position. Appropriate remuneration will be in line with qualifications and experience.

The society represents some 800 members involved in the profession of chemistry. Members participate in the study, practice, teaching and promotion and management of chemistry.

Reporting to the council, this role will primarily be responsible for managing the day to day running of the organisation. A strong focus on maintaining the digital content of the website (including the membership database) is a must.

Key responsibilities will include:

- Proactively identifying content (chemistry news stories) and publishing them on the website.
- Maintain a content calendar to ensure a consistent pipeline of content
- Maintain membership database, website (and social media channels when enacted)
- Authorise and action day to day banking
- Organise PAYE and GST tax returns to IRD
- Maintain records of the society
- General administration, e.g. name badge for presidential chain, correspondence
- Aiding in the administration of the NZIC Chemical Education Trust

Desired skills and experience:

- Demonstrable experience within a similar position
- Excellent written communication skills, with experience in writing and editing content
- Knowledge of WordPress
- Familiarity with banking and IRD procedures and processes
- Knowledge of Adobe and Microsoft Office beneficial
- Ability to work with high attention to detail and to tight and ever changing deadlines

To apply please send your CV and a cover letter addressing the above criteria to [NZIC.Office@nzic.org.nz](mailto:NZIC.Office@nzic.org.nz) by the 30<sup>th</sup> of November 2017