



Administration Assistant Wellington 37.5 hrs per week

Skylight is looking for an Admin Assistant to support the efficient running of the day-to-day functioning of the Skylight offices in Wellington. The role will suit a person with excellent organisation and administration skills with an interest in information, finance, and data analytics. The role will report to the Director of Operations and work closely with the Skylight's Office Manager and Finance officer.

Skylight is a national not-for-profit trust supporting children, young people, and whānau when navigating tough times. Skylight's services and programmes are trauma-informed and focus on well-being and building resilience.

Benefits of working with Skylight

- You will work with a national leader in trauma-informed intervention and wellbeing services,
- Skylight values and invests in our people, training, and development opportunities to progress your career,
- Skylight offers flexibility in working arrangements and approach.
- To be able to liaise with other professionals and provide excellent learning and development opportunities.

What do you need to have?

- A passion for making a difference in the community.
- A keen interest in learning new processes and curiosity to challenge the status quo.
- Analytical mindset to explore trends and communicate possible risks and opportunities to relevant parties.
- Be able to plan and prioritise your workload to meet deadlines.
- Good communication skills in English, both spoken and written.
- Demonstrated organisational and administration skills.
- Highly competent in Microsoft suite of applications and computer literacy.
- Ability to manage sensitive and confidential information.
- A culturally responsive practice: appreciation of Māori, Pacific Peoples, and other cultures.

Does this sound like you? Please send your cover letter and CV or request further information via email to Lesley Brown at lesley.brown@skylight.org.nz