

National Administrator

Fencing New Zealand

Management (Sport & Recreation)

Contract Type: Part-time, Fixed-term Contract

Salary: \$35 to \$40 per hour

Organisation Overview

At Fencing New Zealand, we are dedicated to promoting and fostering participation in fencing from the grassroots level to elite competitors. We take pride in organising national competitions, selecting national teams, and upholding safety and ethical standards. We are now seeking a dedicated and experienced National Administrator to support our volunteer executive team, manage our day-to-day operations, and help drive the growth of our sport.

Key Qualifications & Experience

- Prior experience in an Office Administrator role or a similar position
- Familiarity with Xero is a must
- Proficiency in Microsoft Office Suite and/or Google Suite
- Outstanding communication and interpersonal abilities
- Exceptional organizational and time-management skills
- Attention to detail and a high level of accuracy
- Self-starter, able to work independently and proactively

Primary Responsibilities

- Professionally and friendly handle and direct phone calls and emails
- Execute basic bookkeeping tasks including data entry, bank reconciliations, invoicing, setting up batch payments, and expense tracking
- Arrange, schedule, and maintain records of meetings
- Monitor, follow-up, and report on active work streams
- Manage confidential information with discretion and professionalism
- Assist with the communication and financial record-keeping for International Tours
- Develop and maintain robust working relationships with the Fencing New Zealand executive team, volunteers, and other stakeholders
- Execute other duties as assigned by the Treasurer

Benefits and Perks

- Part-time role offering flexibility
- Opportunity to work from home
- Join a passionate team dedicated to fostering the sport of fencing at all levels

At Fencing New Zealand, we value diversity and always treat all job applicants based on merit, qualifications, competence, and talent. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, or disability status.

If you are passionate about sport and seeking a rewarding role in sports administration, we encourage you to apply. Please send your CV and cover letter to treasurer@fencing.org.nz. Applications close Friday 2 June at 5pm.