

Events and Marketing Administrator

Listed April 2024

Location - Wellington, Wellington * **Job type** - Full time, Permanent * **Salary Range**- \$70K - \$75K pro rata

Company Benefits - 8.30am - 5pm, Monday - Thursday – Thorndon Office

Join the New Zealand Joinery Manufacturers Federation Inc., also known as Master Joiners, to embark on a fulfilling journey. Our organization has a rich heritage dating back to 1950 and unites the best joinery manufacturers in the country on national and regional levels. At Master Joiners, we take pride in providing superior quality products and services, ensuring that our members lead the industry trends. Our values of support, professionalism, education, representation, excellence, and core principles guide us in advancing the joinery manufacturing sector.

As the Events and Marketing Administrator, your role will be vital in promoting the organization's image, motivating members to take part, and ensuring the successful execution of events and initiatives. To achieve the organization's strategic goals, you will work alongside the national office team, report to the chief executive officer directly, and collaborate closely with the Accounts and Administration Officer.

Some of the Key Responsibilities.

Event Management & Awards Administration:

- Strategically plan, organise, and execute events, including the Annual Conference, Excellence Awards Dinner, workshops, and other scheduled events;
- Efficiently monitor event budgets, ensuring transparent expenditure and revenue tracking;
- Cultivate positive relationships with sponsors, exhibitors, delegates, and vendors;
- Innovate and develop engaging sponsorship and exhibition opportunities aligned with revenue expectations;
- Oversee awards program delivery, manage entrant communication, secure judges, and source sponsorships.

Marketing, Communications, and Administration:

- Align marketing and communication efforts with the organization's strategic plan;
- Harness the power of social media, e-newsletters (EDMs), websites, and various platforms to drive engagement and promote events;
- Contribute to marketing tactics, ensuring brand standards, and maintaining an active, updated website;
- Collaborate with the national office team, complete delegated projects, and assist with general administration tasks;
- Comply with health and safety requirements, actively contributing to the organization's H&S culture;
- Undertake assigned projects or responsibilities delegated by the CEO.

Like it is with most jobs, there will be other tasks that come your way so a flexible and positive attitude will go a long way.

Qualifications and Skills:

- 5+ years of experience in a similar role;
- Tertiary qualification in Marketing, Event Management, or a related field ideally;
- Familiarity with the political environment and its regulatory aspects to support PR Strategy (desirable);
- Excellent verbal and written communication skills (fluent in English);
- Strong organizational and interpersonal skills;
- Experience working within a membership organisation is preferred;
- Ability to thrive in a collaborative, team-oriented environment;
- Proficiency in MS Office, social media platforms, SharePoint, and marketing tools;
- To be able to multitask and deal with interruptions and shifting priorities;
- Full NZ Drivers Licence.

Applicants for this position must have NZ residency.

You can email your CV to - anne.smith@jobsmith.co.nz or kayla.robinson@jobsmith.co.nz