



## Network Support Administrator

- An awesome opportunity to further your administrative skills in the primary sector!
- Permanent, full-time positions
- Sunny Tauranga location
- Flexible working including work from home

### Te Whiwhinga mahi | The opportunity

Are you an experienced administrator looking to further develop your skills? We want to hear from you! We're looking for a skilled communicator with proficient computer skills, particularly with Excel and databases. We're looking for someone that will work great in a team environment but also have the ability to work independently. The successful candidate will show excellent initiative and have the ability to work flexibly across various service areas.

This is a welcoming environment with plenty of growth opportunities, professional development, and flexible working arrangements. If you are an agile and enthusiastic administrator - come and join our professional and dedicated team!

### Ko koe tēnei | About you

You'll bring to the role:

- Previous administration or call centre experience
- Experience with team building, coaching and developing staff
- It will be an advantage to have previous experience in health
- An excellent telephone manner
- Strong interpersonal skills
- Excellent attention to detail
- Excellent computer literacy and administrative skills
- Organisational and time management skills
- Ability to work unsupervised
- Initiative, motivation and multitasking
- Knowledge of confidentiality and health privacy obligations
- Ability to be flexible and available if required to attend evening meetings
- Ability to learn and a can-do attitude

### Ko wai mātou | About us

WBOP PHO is a joint venture partnership between Ngāi Te Rangi and Ngāti Ranginui iwi and our General Practice network.

WBOP PHO is a not-for-profit health care organisation focused on supporting and delivering community-based primary health care and wellness services directly to consumers and through supporting general practice networks and other providers across the Bay of Plenty Rōhe from Katikati to Ōpōtiki.

### Rā Katinga | Applications close: Monday, 5 June 2023

For a copy of the position description, please visit our [website](#). For further information, email [careers@wboppho.org.nz](mailto:careers@wboppho.org.nz). Please apply early as given current demands we will interview as candidates apply.

To be considered for this position you must have a legal right to live and work in New Zealand.

There's really something special about being part of the PHO whānau. We are purpose-driven and what we stand for is deeply grounded in our values. We recognise the importance of wellbeing, diversity and equity and are committed to providing an inclusive working environment that embraces these values. We are committed to upholding these values during your recruitment journey, so we encourage you to advise us if you have any support or access requirements.

## Our kaupapa

Te Toi Huarewa striving to achieve whai mana (equity), whai ora (quality healthcare) and whai rangatiratanga (sustainability) for all

## Our values

**Whai Mana** Achieving health equity for all, particularly for Māori.

**Whanaungatanga** Inclusiveness and a sense of belonging.

**Manaakitanga** Caring and showing respect for each other.

**Mana Motuhake** Enabling people to be in control of their own health and wellbeing.

**Whai Ihi** Expressing passion pertaining to our knowledge and expertise.