

Executive Officer



- Exciting opportunity in the education and racing industries
- Prefer Christchurch based but may consider other locations
- Contract – part time role (8 hours per week)
- Working from home position

NZ Equine Education Trust (NZEET) is the horse racing and breeding industries niche Private Training Establishment (PTE). It was established in December 1996 with the sole purpose to service the needs of its Member Organisations, specifically - New Zealand Thoroughbred Racing, Harness Racing New Zealand, New Zealand Thoroughbred Breeders Association and New Zealand Standardbred Breeders.

We require an attentive and enthusiastic person to perform a variety of office tasks.

The key objective of this position is to keep the office duties up to date and completed in a timely manner. We require a highly motivated and driven person with a passion for education. This role will be a work from home, contracted position. An understanding of NZQA educational compliance, the requirements of a Private Training Establishment and Charitable Trusts would be advantageous.

What you will be doing in this role:

- Organising meetings – arranging agenda's, minutes, correspondence
- Completing and updating Board members on inward and outward correspondence
- Completing administrative tasks such as invoicing and compliance requirements
- Keeping Board and member organisation up to date
- Assisting with both external and internal moderation

What will you need to succeed in this role?

- Strong inter-personal skills
- Excellent communication and organisational skills
- Computer literacy with proficiency in XERO and data compliance
- Ability to work unsupervised
- Knowledge and experience in education or PTE's
- A background in education or PTE's
- Perform to agreed deadlines

What's on offer for you?

- Contract part time position (8 hours per week)
- Working from home position
- Part of a passionate team and connection to the exciting Horse Racing and Breeding industry

For more information on the role, please contact Natalie Gameson on 021 936 155.

To apply, please send your covering letter and CV to: natalie@hrnz.co.nz

Applications close on Monday 20th January 2025