



Accounts/Executive Assistant Job Description

Position Title:	ACCOUNTS/EXECUTIVE ASSISTANT
Location:	Nelson Region
Reports to:	General Manager
Overall Responsibility:	This role is responsible for working closely with the General Manager to provide executive and administrative support. With overall responsibility for the management of all accounts and payroll they will support the efficient day to day running of the business.

KEY ACCOUNTABILITIES	
Accounts	<ul style="list-style-type: none"> Responsible for processing all creditor and debtor invoices, payments and credit control through Xero Ensures all banking requirements are met in accordance with best practice and audit requirements Ensures bank reconciliations are completed according to agreed timeframes Monitors cashflow and provides regular updates to General Manager Provide support for year-end financial processes
Payroll & HR	<ul style="list-style-type: none"> Ensures weekly payroll and monthly commissions are paid accurately and according to agreed timeframes All required PAYE, ACC and KiwiSaver requirements are met Payroll is processed in accordance with all legislative requirements Provide support to the General Manager with all recruitment and employment related issues and queries
Executive Assistance	<ul style="list-style-type: none"> Provides regular updates to General Manager on any issues that require his attention Provides a high level of customer service in all their interactions with team members, customers, agents and suppliers Responsible for answering and responding to phone calls and emails on behalf of General Manager Ensures all queries are responded to and followed through in a friendly, welcoming and professional manner Provides general administration assistance including booking travel, liaising with suppliers and organising supplies Act as delegated authority in the absence of the General Manager
Digital Marketing	<ul style="list-style-type: none"> Working with the General Manager, they will be responsible for delivering and updating any required digital content to support the company's marketing strategy Keep website up to date and relevant with new products Maximise opportunities to promote the business through social media Monitor, moderate and respond to social posts, according to the company's guidelines

General	<ul style="list-style-type: none"> • Ensures that work attire is professional and in line with company standards (uniform may be required) • Required to undertake other duties from time to time as are reasonably requested by the General Manager
Health and Safety	<ul style="list-style-type: none"> • Contributes to a “safety first” culture at Taylors Cars • The health and safety of all customers and employees comes first • Accepts responsibility by actively participating and demonstrating a commitment to own personal health and safety and that of others • Ensure companies health and safety policies and procedures are complied with at all times • Hazards are reported and recommendations made to eliminate, isolate or minimise exposure to such hazards

KNOWLEDGE, SKILLS	
Education/Experience:	<ul style="list-style-type: none"> • Strong communication skills, both written and verbal • Excellent organisation and time management skills • Ability to prioritise tasks and meet deadlines • Competent skills in all MS Office suite of products • 2 – 3 years accounts administration experience • Experienced user of Photoshop • Proven office administration skills