



## **SITUATION VACANT**

25 February 2013

### **Iwi ACE Administrator**

If you've always wanted to get involved in New Zealand's fishing industry, this is your opportunity. We're looking for an Iwi ACE Administrator for our city based Auckland office.

Aotearoa Fisheries is owned by all Iwi and is firmly focused on strategic and sustainable growth. We have interests throughout New Zealand and around the world supplying high quality fresh and sustainable seafood. We are proud to be a significant contributor to the wellbeing of New Zealand and its people.

The way we conduct ourselves in our everyday work-lives is our Kawa (protocols). At all times, this is guided by our tikanga – Te Tapu, Whakapapa, Manākitanga, Kaitiakitanga, Whakatipurana.

The Iwi ACE Administrator role is responsible for the annual delivery of the Iwi ACE agreements and the execution of an Iwi engagement strategy. This strategy covers interaction with wider Iwi as shareholders, commercial partners, competitor's customers and suppliers.

You will also provide administrative support to the General Manager Inshore and the AFL Inshore senior management team and provide back up support to the Licensed Fisher Receiver and reception where needed.

You will need clear, concise communication skills and be a true people person who can converse with anyone at any level. Skilled in the art of multi-tasking, you'll be self-motivated to deliver to deadlines. Fluency in Te Reo Maori me ona tikanga is essential for this busy role.

A relevant tertiary qualification is desirable and you'll need a good level of understanding with the main Microsoft Office packages (Word, Excel and Powerpoint) and hold a clean, current NZ Drivers Licence.

You needn't have fishing industry experience; we can teach you what you need to know which makes this role the perfect opportunity for someone wanting to enter the fishing industry.

Application deadline: 8 March 2013 5pm.

Request a full position description or send applications to:

Priscilla Philip

Aotearoa Fisheries Limited, PO Box 445, Shortland Street, Auckland 1140

or via email to [Priscilla.philip@moana.co.nz](mailto:Priscilla.philip@moana.co.nz)