



Bizlink Hawera - Co-ordinator

Bizlink is on the lookout for a Co-ordinator who has the skills and enthusiasm to contribute to making Hawera a vibrant, dynamic town where people want to live, work and play. With plenty of innovation and development planned for Hawera this is your opportunity to play a key part in leading change in our growing town.

The Bizlink Co-ordinator role is 25 hours per week. The successful applicant will liaise with and support the Hawera Business Community. The key focus of the role is to put into action Bizlink's strategic plan outcomes as set by the Executive Committee. These include increasing engagement in town events, managing the projects and activities planned by the Executive, contributing to town beautification and implementing business support initiatives. This versatile role will suite a flexible and outgoing person who enjoys interacting with others and who takes a huge amount of pride in their work.

Those considering this awesome opportunity should definitely apply! The type of person we are looking to join our team of two Co-ordinators will be organised and have strong reporting skills and experience in using office software such as Microsoft Office Suite and Xero as well as various Social Media platforms. Importantly, the appointed Candidate will have strong project management skills, be self-motivated, have plenty of initiative and a thirst for seeing Hawera thrive!

The Co-ordinator will be responsible for;

- Communicating with local businesses
- Online and face-to-face marketing
- Assisting with town beautification projects
- Event and promotional project management
- Relationship building
- Database management
- Administration and office organisation
- Reporting on activity budgets

To view the role description and request an application form contact the Executive Secretary, Susi Hipp, 191 High Street, Hawera 4610, Telephone: 06 9285608, Email: Susi@shaccounting.co.nz

Applications close on Friday 6 April 2018 at 5 pm.