

## POSITION DESCRIPTION

### POSITION DETAILS

Position:	Property and Stakeholder Coordinator
Division:	Commercial
Location:	Port Taranaki – New Plymouth
Reports to:	Head of Commercial
Date:	July 2025

### PURPOSE

The Property and Stakeholder Coordinator's role is all about providing top-notch support in commercial operations and property administration management. This includes helping with stakeholder and community engagement initiatives, assisting with the management of property contracts, keeping data and records accurate, and assisting with legal and property administration tasks. Plus, you'll be supporting the senior leadership team to ensure administration and activities run seamlessly, including board of directors meetings.

### OUR VALUES

Our values guide us on how we act with one another and how we make decisions within our business. Demonstration of these values will be key to your success:

- **Our people come first:** we take care of each other and our communities
- **Integrity guides us:** we trust each other and act with respect and honesty, even when it is challenging
- **We embrace the future:** we strive for improvement through innovation and learning
- **We collaborate to succeed:** we work as a team, helping each other succeed

### KEY RESPONSIBILITIES

#### Stakeholder Engagement

- Support the Commercial team in delivering Port Taranaki's community engagement strategy including coordination of marketing research to inform the overall commercial strategy.
- Assist with the coordination and reporting on the annual sponsorship budget and coordinating communications with the community, local Iwi, and Hapu.
- Plan, design, and implement electronic direct mail (EDM) campaigns.
- Create, or assist with the creation of, marketing collateral and content for stakeholder engagement campaigns, customer presentations, and workshops.
- Regularly audit and update Port Taranaki's website to ensure relevance, accuracy, and engagement.
- Set up and facilitate community meetings, Kaitiaki forums, and manage the community sponsorship program.
- Provide administrative support for annual pricing reviews and publication of Port charges.

## **Data and Records Management**

- Maintain and update the company's CRM and ReLeased database, including contracts, client contacts, and property information.
- Administer procedures for storing, handling, and archiving company records.
- Provide administrative support regarding property-related records, titles, and valuation data while assisting with reporting and analysis.
- Ensure accuracy and organisation in document control, including formatting, updates, and maintaining records.

## **Property Administration**

- Assist with drafting, reviewing, and organising contracts, and agreements.
- Maintain registers of executed documents and ensure compliance with delegated authority processes.
- Provide administrative support for property management, including managing property transactions, budgets, forecasts, repairs, valuations, and audits.
- Liaise with legal teams, valuation professionals, tenants, and land agents on property matters.

## **Administrative Support**

- Organise and distribute board documents, prepare board packs, and provide general administrative support for board meetings.
- Maintain communication with the Executive Leadership Team to ensure information flow and alignment with company priorities.
- Coordinate registrations, bookings, and internal communications for events, courses, and meetings.

## **General and Miscellaneous Duties**

- Provide administrative support for customer visits and workshops, including logistics coordination, and backup to other administrators and coordinators to cover tasks during absences.
- Support additional tasks as required by the organisation.

## **Health and Safety**

- Actively participate in health, safety and environment (HSE) meetings and initiatives, and adhere to company policies and procedures.
- Actively participate in the event reporting process to capture close calls, safety issues, security issues, good behaviours and new ideas.
- Switch On and take responsibility for the safety of yourself and others around you.

## **Customer Focus**

- Continually develop and maintain a high standard of working relationships with customers, suppliers and other Port Taranaki staff, promoting Port Taranaki in a positive light.
- Contribute to wider Port Taranaki initiatives and continually put forward ideas that improve how we operate.

## **Additional Duties**

- Any other duties of a similar type as required.

## EXPERIENCE AND SKILLS

### **Experience:**

- Demonstrable administration experience.
- Ideally have an understanding or experience in the execution of community and stakeholder engagement campaigns.
- Ideally have an understanding or have experience in property management or contracts management.
- Exposure to senior executive leaders and/or board of directors' assistance and coordination.
- Strong relationship building skills.

### **Specific Knowledge, Skills & Abilities:**

- A strong customer and business partnership focus, with the ability to communicate effectively with a range of people.
- Excellent written and verbal communication, including report writing.
- Presentation skills with the ability to articulate messages clearly, simply and concisely.
- Excellent relationship-building skills across a range of stakeholders.
- Strong team player and ability to collaborate and contribute both within own team and across others.
- Strong problem-solving skills and results orientation.
- High degree of digital competence particularly in the Microsoft 365 suite.
- Ability to effectively handle competing priorities and tight timeframes.
- Self-motivated with a strong drive for results.