

Membership & Administration Coordinator (Part-Time)

Looking for a role that's anything but ordinary?

At Business East Tāmaki, no two days are the same.

One day you'll be out visiting local businesses, the next you'll be helping deliver an event, welcoming members, keeping the office running smoothly or making sure our finances stay on track.

We're looking for someone who enjoys people just as much as they enjoy being organised. Someone who's happy to roll up their sleeves, pitch in wherever needed and become a familiar face in one of New Zealand's largest business communities.

About the Role

This permanent part-time role (20 hours per week) is a mix of:

- 🤝 Building relationships with our members through business visits and regular engagement.
- 📁 Managing office administration, invoicing, Xero and day-to-day financial processes.
- 🎉 Supporting the delivery of networking events and business programmes.
- 💡 Keeping our CRM up to date and helping members get the most from BusinessET.

We're looking for someone who:

- Loves meeting people and building relationships.
- Has plenty of initiative and a positive attitude.
- Is organised, reliable and enjoys getting the details right.
- Can juggle a variety of tasks without losing their sense of humour.
- Wants to be part of a small, supportive team that genuinely enjoys what they do.

If you're after a role where your personality matters just as much as your organisational skills, we'd love to hear from you. You can send your CV and cover letter through to membership@businessET.org.nz

To be considered for this role, you must already hold the legal right to work in New Zealand.