

Executive Officer

Sole charge position leading a vital construction industry body

Working closely with the Council you will be responsible for implementing transformational change. The organisation requires an individual with outstanding relationship and communication skills to lead it into a new era of success. At least initially, this is a sole charge position and so previous experience in working independently would be an advantage.

The successful candidate will be a self starter with:

- Proven experience in strategic thinking and in particular seeing the big picture and identifying opportunities
- A demonstrated ability to set and achieve goals
- Verified successful experience in working with government agencies
- An ability to effectively communicate to a diverse group of stakeholders
- Experience in negotiation
- Effective time management
- Proficiency with Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Fluency in the written and spoken English
- Ability to interpret and report financial statements.

Previous experience in the construction industry and/or the crane industry is not essential but maybe an advantage.

This full time position reports directly to the Council. For a full position description please email job@cranes.org.nz. To apply in strict confidence please email your C.V. and cover letter to job@cranes.org.nz.

Application close 5pm, Thursday 28th February 2013. Interviews with short listed candidates will be held in Wellington in March 2013.

www.cranes.org.nz