

Executive Support



About Us:

EA Networks is a cooperative network company based in Mid Canterbury. It owns and operates the region's electricity distribution network, as well as an advanced fibre optic communications network. Being locally owned and operated means EA Networks and its 130 staff have strong ties with the community that they work and live in. The core focus for EA Networks is maintaining a resilient electricity and fibre network while supporting the local economy and community. For more information about the company visit www.eanetworks.co.nz

The Role:

As our **Team Exec Support**, you'll be the go-to person who helps our Engagement, Safety and Transformation team stay organised, connected and on track. You'll provide proactive day-to-day support to the GM and work closely with managers to coordinate team rhythms—managing diaries, organising meetings and pulling together agendas, papers, minutes and action registers so priorities are clear and follow-ups happen. Alongside this, you'll help prepare and polish leadership-ready documents, presentations and reporting, and provide coordination support for key projects by maintaining work plans, tracking actions/milestones and collating updates for timely reporting. You'll also support policy and consultation administration when required. This is a varied, office-based role that suits someone with an HR or compliance background, who has experience of supporting a senior executive and who enjoys juggling priorities, working with a wide range of stakeholders, and handling sensitive information with discretion.

Got what it takes?

- Proven experience providing executive/senior administration support in a busy, dynamic environment
- Confidence producing high-quality documentation (including executive papers, minutes and reporting packs)
- Strong coordination skills—able to manage meeting schedules, agendas/papers, minute-taking, action tracking and follow-ups
- Advanced MS Office skills (Word, Excel, PowerPoint, Outlook) including strong Excel reporting capability (e.g., pivot tables/dashboards)
- Experience using SharePoint/Teams and confidence learning new systems and ways of working
- Exceptional attention to detail, with the ability to edit, format and present documents to a consistently high standard
- Sound judgement, strong confidentiality and discretion
- A proactive, team-focused approach with strong interpersonal skills, critical thinking and a continuous improvement mindset (with a commitment to health and safety)

On Offer:

We prioritise providing our people with the best possible experience. In addition to a great workplace, you'll be based in our Ashburton office with a supportive team environment and the tools you need to do your best work. Our employee benefits scheme offers rewards and benefits to help cover life's costs and support personal wellbeing. We also offer competitive remuneration, plus enhanced annual leave benefits. We have an active Social Club with activities throughout the year, discounted gym/fitness centre memberships, an expansive break room and free on-site staff parking. You'll get to work with like-minded people who are passionate about keeping the lights and internet on throughout the Ashburton District.

Being a part of the Ashburton District means you're a part of a strong supportive community with a great semi-rural lifestyle. With a variety of local dining and services, and excellent skiing, hunting, tramping and fishing spots nearby, you'll be spoiled for choice. As it's only a 60-minute drive from Christchurch Airport, it doesn't take long to experience city life.

Join Us:

To apply, please submit your CV and Cover Letter.

For further information please contact Harriet Leverton. Please don't delay your application - applications will be reviewed as they are received so the advertisement may close early.

Applicants must be residing in and have the right to work in New Zealand. As part of our standard recruitment process pre-employment checks including a medical, drug and alcohol test and Ministry of Justice checks will apply.