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**MAKING IMAGINARY WORLDS A REALITY**

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## **JOB DESCRIPTION**

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<b>Place of Employment:</b>	Weta Workshop Ltd Cnr Camperdown & Park Roads Miramar, Wellington.
<b>Job Title:</b>	Personal Assistant – Location Based Entertainment (LBE)
<b>Reports to:</b>	Executive Producer, LBE
<b>Name:</b>	TBC
<b>Direct Reports:</b>	None
<b>Working Hours:</b>	42.5 hours per week

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## **JOB PURPOSE**

The main purpose of the Personal Assistant, LBE is to provide administrative support to the Executive Producer and the wider LBE team to ensure the smooth and efficient running of the LBE team.

## **MAIN RESPONSIBILITIES**

- Administration support and diary management for the Executive Producer
- Provide admin support for the LBE team
- Provide basic accounting assistance to the wider LBE team ensuring consistency with the presentation of information

## **KEY DUTIES**

### **Administration Support and diary management for the Executive Producer (EP)**

- Oversee EP's inbox, highlight any urgent issues arising
  - Answer/redirect emails/draft correspondence where possible
- Oversee EP's calendar
  - Ensure EP is aware of diary priorities and help keep meetings to time
  - Schedule required bookings in EP's diary
- Support the smooth running of any division related processes and systems (e.g: asset tracking and note-taking)
- Ensure project folders and files are maintained on a regular basis
- Oversee meeting rooms including bookings, setting up of rooms/call systems and ensuring the rooms are left tidy
- Assist with project research (as required)
- Provide accurate note-taking and clear documentation for client calls/meetings. Once notes approved by the Executive Producer, file and distribute to relevant team members

- Maintain the opportunity log
- Maintain the Workable (recruitment database) entries and highlight to the EP any candidates of interest

#### **Provide admin support for the LBE team**

- Maintain general tidiness of the areas related to LBE
- Collate timesheets for sign off and deliver to Accounts once signed
- Create a system to track staff absences and inform the rest of the team
- Assist in contract creation and execution
- Assist in compiling SOPs for the efficient running of the division
- Liaise with the HR team for new starters and leavers and provide required information for new contracts, extensions or terminations

#### **Provide basic accounting assistance to the wider LBE team ensuring consistency with the presentation of information**

- Raise purchase order numbers (as required)
- Raise invoices
- Collate weekly project cost reports from the various Production and Project Managers and deliver to Executive Producer
- Assist the Executive Producer to manage the LBE team's budget
- Work with the Finance team to understand and distribute monthly YTD P&Ls and cashflow reports
- Ensure the LBE team have a consistent and easy to follow format and process for presenting project cashflow and budgetary information

#### **KEY RELATIONSHIPS**

- Production team (supervising production manager, production managers, co-ordinators, assistants)
- Art directors, project leads, and concept artists
- Design studio Operations Manager
- Clients
- Manufacture production team
- Corporate Services team
- Weta Workshop HODs and crew members outside of the Design Studio; 3D, imaging, costume, paint and other manufacturing departments, consumer products and LBE

#### **SKILLS / ATTRIBUTES REQUIRED**

- Detail oriented, accurate and precise
- Organised and efficient
- Active listener
- Effective communicator (both written and verbal)
- Proficient comprehension of English grammar and spelling for note-taking
- Proven ability to build and maintain positive working relationships with clients and colleagues
- Ability to self-manage
- Ability to apply judgement and discretion when dealing with sensitive, confidential commercial and personal information
- Software Skills:
  - Must have excellent Microsoft Office 365 (Outlook, Word and Excel) skills
  - Ideally familiar with Adobe Photoshop

- Ideally familiar with an asset tracking software like fTrack
- Ideally familiar with cloud-based file sharing systems
- Flexible approach to duties and working environment
- Ability to work well under pressure
- Ability to prioritise tasks and complete in a timely manner
- An independent thinker, combined with a consultative approach to providing solutions.
- Resilient and able to deal with ambiguity
- Huge amount of initiative and professionalism
- Basic understanding of cashflow and budgeting processes

## **EXPERIENCE**

- Film industry experience preferred
- Experience working in a fast-paced, dynamic environment
- Experience in providing administrative support in an office environment

## **FLEXIBILITY STATEMENT**

Due to the dynamic nature of Weta Workshop, the tasks and responsibilities noted in this role description may change from time to time, to meet the needs of the business. As a result, it is expected that the incumbent is prepared for changes to the role and this description of it, on a day-to-day-basis. Any 'material' changes will be mutually agreed between the parties and noted in this document/in writing.