

EXECUTIVE ASSISTANT TO THE ASSURANCE TEAM

Public Sector Assurance/Audit business - Probity, Procurement, Contract Management and Project IQA Services

This is a great opportunity to develop your talents, career, contacts and capabilities with McHale Group Limited www.mchalegroup.co.nz, www.facebook.com/mchalegroup/ a leading niche provider of public sector audit and assurance services in Wellington. Our company culture encourages personal initiative and rewards innovative thinking and performance. We are experiencing good growth in our client base and need a talented executive assistant for our team.

Based in the lively capital city of Wellington, McHale Group is a boutique, specialist assurance practice offering tailored assurance/audit solutions to the New Zealand public sector.

Our current client base is broad and nationally across New Zealand requiring regular, short duration travel.

McHale Group are wholly New Zealand owned and are New Zealand's only specialist niche provider of public sector probity audit services, procurement and contract management assurance, and project assurance/IQA services.

We have an opportunity for an Executive Assistant to join our growing team (4-5 days per week but with flexible working e.g. school hours, perhaps returning to work from a career break). You must be genuinely interested in and motivated to develop your experiences/career in a team support role.

This includes undertaking a range of business support activities and assisting in work with our clients under the guidance of our senior auditors/advisors who undertake public sector probity audits, procurement and contract management assurance, tendering or project/IQA reviews, and/or consulting work in any of these areas.

This challenge will see you involved in:

- ✓ Supporting our highly regard and experienced team in delivering professional services on a variety of projects to a wide public sector client base;
- ✓ Doing a job that makes a real difference;
- ✓ Developing your skills and experience in our specialist assurance areas;
- ✓ Analysis, influence change;
- ✓ Assisting in building client relationships for the company; and
- ✓ Being an integral part of our diverse team.

Important to us is a high degree of honesty, integrity, energy and enthusiasm and a genuine interest in working collaboratively within our team to deliver probity, procurement (best practice in Government procurement), projects, tendering, contract management or auditing of these areas within the public sector.

We offer a competitive remuneration and benefits package including:

- ✓ One-on-one on the job training;
- ✓ Base remuneration up to \$80,000, depending on experience/skills;
- ✓ Performance bonus structure;
- ✓ Genuinely flexible working arrangements plus City Centre office location (corner of Featherston Street/Lambton Quay);
- ✓ 20 days annual leave; and
- ✓ Personal training and development budget.

Take the next step and join our growing, progressive and motivated team. Contact Shaun McHale, Managing Director, 04 496 5580, shaun.mchale@mchalegroup.co.nz for further information about the position. Applications can be made via covering letter and CV to Shaun's email address and must be received by 28 February 2019.