

Position description:

Stakeholder and Group Administrator

Reporting to:

Head of Support & Stakeholder Engagement

Date:

July 2026

Location:

Wellington, Christchurch or Twizel

The role

As Stakeholder and Group Administrator, you are key to enabling successful programme delivery through high quality administration, financial processing and practical coordination support.

You will support the team by managing purchase orders, including creation, tracking and maintenance within financial systems. Ensuring invoices, payments and receipting are accurate and aligned with contractual terms and approvals.

Managing shared communication channels you will liaise with internal and external stakeholders and suppliers, provide general administrative and financial support to site operations as required and assist with ad hoc reporting and process improvements to support efficient site operations.

Position accountabilities

Site Support and Administration

- Managing shared inboxes.
- Engaging with internal & external stakeholders & suppliers to support timely payments and resolve discrepancies.
- Maintaining accurate records, clear audit trails and ensuring receipting is done.
- Assisting and supporting where required across Generation sites with general administrative work
- Coordinate celebrations and related events.
- Prepare, reconcile and process payments through relevant systems.
- Complete site access requests, collect and keep competencies up to date.
- Support contractor and visitor onboarding.
- Identify and implement improvements to administrative and payment processes to reduce rework and improve efficiency.



Meridian.

The Power to
Make a Difference.

Position accountabilities continued

- Support Power Up fund administration, including coordination of funding meetings, minutes, funding outcomes and payments.
- Support logistics and Event Management.
- Assist the wider site support team with other administrative work.

Candidate profile

Education / qualifications

- Relevant business administration qualification an advantage but not as essential as equivalent and relevant experience.
- Relevant event management/coordination experience.

Knowledge, experience and skills

- Recent and relevant experience in a coordination/administration role in a complex environment.
- Experienced maintaining multiple systems and databases
- Payment and accounting experience.
- Experience/knowledge of sponsorship/funding activity an advantage.
- Highly proficient user of Microsoft office administration packages
- Adept at the adoption and use of new systems.

Personal attributes

- Contributes to a positive, productive and professional culture.
- Constructive and collaborative working style.
- Discreet.
- Approachable and friendly.
- Attention to detail.

Our purpose

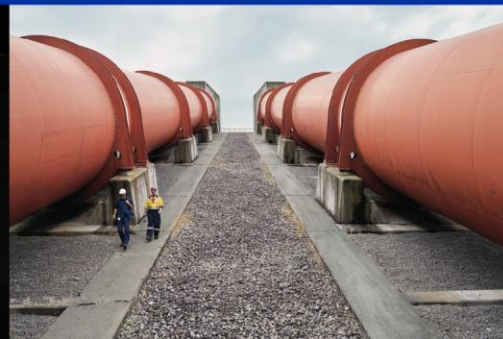
Clean energy for a fairer and healthier world.

What we value

Customers, Safety, Sustainability, People.

Our behaviours: 'How to Be'

Be gutsy, Be a good human, Be in the waka.



Meridian.

The Power to
Make a Difference.