

Position description:

Executive Assistant to General Manager Generation

Reporting to:

General Manager Generation

Date:

March 2026

Location:

Wellington

The role

The Executive Assistant to GM Generation provides high quality, proactive executive support to the GM Generation and plays a critical role in enabling the effective operation of the Generation business.

Generation operates across the breadth of Aotearoa New Zealand, with leaders and teams dispersed nationwide. This role supports the GM and the Generation Leadership Team (GLT) by managing complex, interdependent diaries, coordinating travel across multiple locations, and ensuring meetings and governance processes run smoothly despite competing priorities and geographic constraints.

Operating in a fast paced, reactive and dynamic environment, the Executive Assistant is a trusted partner and guardian of time, energy and reputation to the GM who can anticipate needs, exercise sound judgement and discretion, and adapt quickly as priorities shift in response to operational and business challenges that can change.

Position Accountabilities

- Provide executive support to the GM Generation, including proactive, forward-thinking diary and travel management, meeting coordination, and day to day priority management.
- Anticipate, understand and manage the GM's priorities, responding calmly and effectively to changing demands and emerging issues.
- Collaborate creatively with other Executive Assistants to achieve seamless calendar and meeting integration and develop a constructive forum for ongoing collaboration.
- Coordinate complex diaries and meetings across the Generation Leadership Team, taking into account a nationally dispersed leadership group, multiple calendars, time constraints, and competing commitments.
- Arrange and coordinate travel for the GM and GLT, ensuring efficient and well planned logistics for leaders based across the country.
- Prepare, collate and manage all supporting materials for meetings, and actively track actions and commitments to support effective delivery across the GLT.
- Provide coordination and administrative support to the GLT, including attending GLT WIPs and monthly meetings, capturing actions, and supporting timely follow through.
- Support resource planning activities across the Generation team where required, helping align capacity with priorities.
- Ensure accountable Team members are ensuring Board, Executive and Investment Committee papers are prepared, quality checked, and submitted on time in line with governance and reporting requirements.



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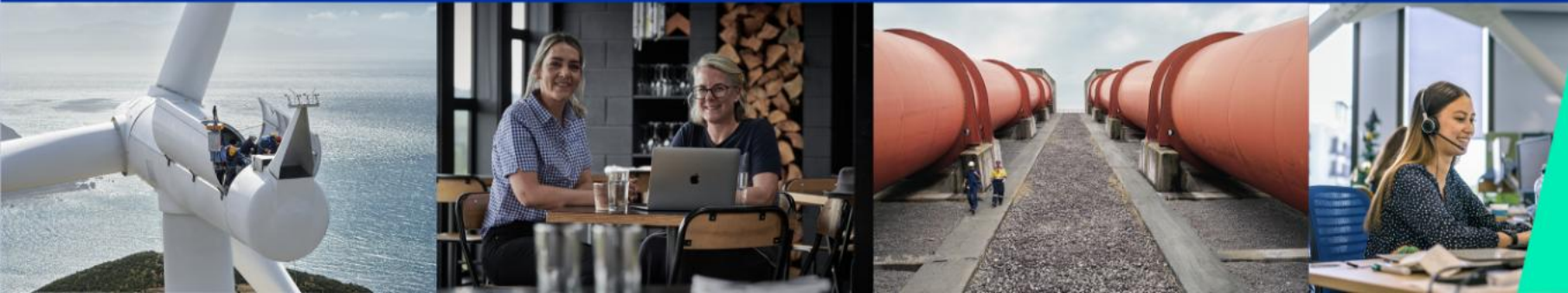
Position accountabilities (cont.)

- Manage the coordination, logistics and delivery of Generation Leadership Community (GLT plus Direct Reports and other key roles) forums, including face-to-face meetings, monthly stand-ups and information-sharing sessions. Ensuring leaders are well informed, prepared and aligned.
- Build and maintain strong, trusted relationships with key internal and external stakeholders, often operating at senior and executive level, presenting the GM and the Generation business with credibility, discretion and confidence.
- Manage the Generation team's discretionary expenditure, including monitoring spend, coding and reconciling costs.
- Coordinate Generation events and celebrations within budget, contributing to a positive, inclusive and supportive team environment.

Knowledge, experience and skills

People Leadership, Transformation & Change

- Exceptional written and verbal communication skills, with the confidence and professionalism to engage effectively at executive and senior leadership level.
- Strong interpersonal skills and the ability to build trusted, collaborative relationships across a geographically dispersed leadership team and wider business.
- Proven experience providing high level executive support in a complex and fast paced environment.
- Demonstrated ability to manage multiple competing priorities, anticipate needs, uses one's initiative, and adapts quickly as priorities change.
- Highly developed organisational and administrative skills, with strong attention to detail and follow through.
- Excellent time management and multitasking capability, including coordinating complex diaries across multiple calendars and locations.
- High level of computer literacy, including advanced proficiency in the Microsoft Office suite and can demonstrate the ability to quickly learn and adapt to new systems, tools and ways of working, including Agile ways of working and the applications that support them



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