

Position description:

Executive Assistant, Office of CEO, and Governance Lead

Reporting to:

GM Corporate Affairs and Sustainability and General Counsel and Company Secretary

Date:

October 2025

Location:

Wellington

The role

The Executive Assistant OCEO and Governance Lead provides high-level, proactive support to the GM Corporate Affairs and Sustainability and to the General Counsel and Company Secretary. In their role as Governance Lead this person also supports the Meridian Board ensuring the smooth operation of governance activities. The role is responsible for managing complex schedules, facilitating effective communication between stakeholders, proactively driving governance processes, and contributing to a positive, high-performing team environment. This person acts as a trusted liaison, upholding professionalism, confidentiality, and discretion always.

Position accountabilities

- Deliver efficient, high-quality support to senior leaders, including diary and travel management, meeting coordination, and preparation of supporting materials.
- Assist with onboarding and induction of new directors and new starters.
- Coordinate and manage Board and Committee meetings, including scheduling, logistics, and distribution of materials.

Position accountabilities

- Ensure timely preparation and circulation of agendas, minutes, board papers, and briefing materials in line with governance timelines.
- Maintain governance calendars and action registers, and support compliance with statutory and regulatory requirements.
- Develop and maintain strong relationships with internal and external stakeholders, acting as a key point of contact between the Board, executive team, and wider business.
- Facilitate effective communication and collaboration across business areas, including supporting leadership team meetings and events.
- Organise and support team days for the OCEO, meetings, events, and celebrations, ensuring delivery within budget and driving a positive team environment.
- Support resource planning and discretionary expenditure monitoring for the team.
- Assist with compliance with listing rules and relevant legislation, preparation and release of market announcements, and management of disclosures for directors and senior managers.



Meridian.

The Power to
Make a Difference.

Position accountabilities

- Maintain and update governance documents, support statutory filings, and assist with Board evaluations and performance reviews
- Uphold high levels of confidentiality and discretion in all dealings, applying professionalism and trusted judgement in support of senior leaders and the wider team.

Knowledge, experience and skills

- Exceptional written and oral communication skills
- Strong interpersonal skills
- Proven excellent administrative and organisational skills
- Good time management and multi tasking ability
- Computer literacy including high proficiency in the Microsoft suite.
- High levels of confidentiality and discretion.

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.

