

## Position description:

# Executive Assistant

### Reporting to:

General Council and Company Secretary

### Date:

October 2025

### Location:

Wellington

### The role

The Executive Assistant provides high-level, proactive support to our Office of the CEO and Governance Lead, ensuring the smooth operation of executive functions and governance activities. The role is responsible for managing complex schedules, facilitating effective communication between stakeholders, supporting governance processes, and contributing to a positive, high-performing team environment. The Executive Assistant 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 starters and directors.
- 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, 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.



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### 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.

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### Our purpose

Clean energy for a fairer and healthier world.

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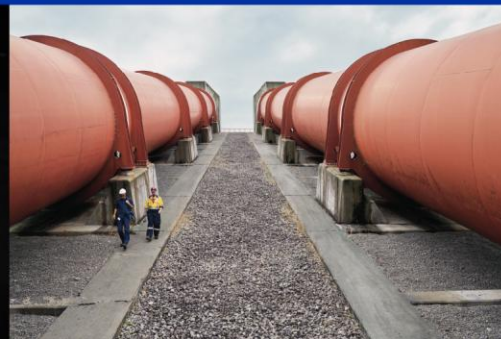
### What we value

Customers, Safety, Sustainability, People.

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### Our behaviours: 'How to Be'

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



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