

Business Events Administrator

Reports to: Business Events Manager

Direct Reports: Nil

Team: Destination and Attraction

Date: July 2025

Role Purpose

The Business Events Administrator plays a vital support role in enabling the BE team to deliver Christchurch's business events strategy. This position is ideal for someone with strong administrative skills, a keen eye for detail, and a proactive mindset, looking to grow their career in the dynamic business events sector.

Working closely with the Business Events team, the Administrator will assist in the preparation and delivery of sponsorship and funding contracts, preparation of bids, respond to client enquiries, maintain accurate CRM records, and support the coordination of meetings, small events, and familiarisation visits. The role requires excellent organisational skills, a customer-focused approach, and the ability to manage multiple tasks efficiently in a fast-paced environment.

ChristchurchNZ Purpose Statement

Mā temahi tahi, ka hangahe taiōhangakia oraai ngātāngata me ngāwāhi hoki. Together we're shaping an economy where people and places thrive.

Who is ChristchurchNZ

ChristchurchNZ (CNZ) is the economic development, regional tourism, and promotion agency for Ōtautahi Christchurch. We are the catalyst for Ōtautahi Christchurch's economic transformation, driving growth and prosperity for our people and our place. We are the champions of our city, showcasing its vibrancy, innovation and potential to the world.

What does the team do

Destination and Attraction employees help Ōtautahi Christchurch grow as a vibrant destination, bringing people and life to the city and attracting visitors to boost the economy. We create a portfolio of engaging major events throughout the year, showcasing the city as a playful and balanced place to live, visit, and invest. We bid for business events aligned with our city's business sector strengths to help drive Christchurch's prosperity and knowledge base. We also promote the city and its surroundings to potential visitors while balancing that with our communities seeing the benefits. Join us to help make Ōtautahi Christchurch a better place.



We are Open



We are Purposeful



We are Together

| What you will do

Bid Support

- Assist in the preparation of bid documents to attract business events to Christchurch.
- Coordinate internal inputs and ensure timely submission of bids.

Sponsorship/Funding Administration

- Draft and coordinate sponsorship and funding agreements related to business events.
- Ensure timely follow-up on deliverables and support a seamless experience for clients choosing Christchurch.

CRM Management

- Enter and update client and event data in the CRM system.
- Ensure accuracy and consistency of records for reporting and follow-up.

Famil Support

- Help organise and host familiarisation visits for potential event organisers.
- Coordinate logistics, itineraries, and stakeholder involvement.

Event and Meeting Coordination

- Assist with planning and delivering small events and meetings.
- Manage bookings, catering, materials, and on-site support.

General Administration

- Provide administrative support to the Business Events team.
- Prepare documents, schedule meetings, and manage shared inboxes.

Team Collaboration

- Work closely with colleagues across the organisation to support business event initiatives.
- Contribute ideas and feedback to improve processes and client experience.

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform to contribute to the overall success of the organisation, if asked to do so.

| What you will have

- Attention to detail – this role will be drafting contracts
- Able to manage multiple tasks, prioritise effectively, and meet deadlines in a fast-paced environment.
- Takes initiative, anticipates needs, and looks for ways to improve processes or support the team.
- Clear and professional in both written and verbal communication, with a customer-focused approach.
- Collaborative and supportive, working well with colleagues and external stakeholders.
- Comfortable using CRM systems, Microsoft Office, and other digital tools to manage tasks.
- Able to adjust to changing priorities and respond calmly to unexpected challenges.
- Represents ChristchurchNZ with warmth and professionalism when interacting with clients and partners.

| Ways of Working

PERSONAL RESPONSIBILITIES

- Act with integrity and accountability by living into our organisational values
- Ensure you are informed of the CNZ strategic direction and how your work contributes our wider purpose
- Embrace opportunities to work with others across the organisation, sharing your knowledge and expertise to optimise business performance
- Take personal accountability for your health, safety, and wellbeing
- Be innovative by approaching your work with a growth mindset, and the ability to navigate change

SUSTAINABILITY

- Demonstrate accountability for your resource use and disposal to minimise environmental impacts and economic cost
- Encourage partners and stakeholders to adopt environmentally sound practices and quality assurance programs

MĀORITANGA

- Demonstrate commitment to the principles of the Treaty of Waitangi by acting in the spirit of participation, partnership, and protection
- Consider Māoritanga in all aspects of business, and engage with iwi where appropriate

| Working relationships

INTERNAL

- ☒ Primarily within immediate team
- ☐ Collaboration with most of the organisation
- ☐ Influencing across most of the organisation

EXTERNAL

- ☒ Transactional interaction with external stakeholders
- ☐ Influencing and/or negotiating with external stakeholders
- ☐ Final negotiations with external stakeholders

| Financial Delegations

BUDGET MANAGEMENT

- ☒ N/A
- ☐ Yes

BUDGET OWNERSHIP

- ☒ N/A
- ☐ Yes

BUDGET LIMIT INDICATION

- ☒ Nil
- ☐ Up to \$50,000
- ☐ Up to \$100,000
- ☐ Over \$100,000

Budget limit is a threshold indication only, your actual financial delegations are as per the delegated authorities policy