



Tōpūtanga Tapuhi Kaitiaki o Aotearoa
NEW ZEALAND NURSES ORGANISATION

Membership Administrator – 1.0 FTE (40 hours)

New Zealand Nurses Organisation (NZNO) Toputanga Tapuhi Kaitiaki o Aotearoa is the union for nurses and health workers. NZNO represents more than 63,000 nurses, midwives, students, kaimahi hauora and healthcare workers in Aotearoa/New Zealand. We represent the interests of members on professional and employment related matters. NZNO is a progressive organisation which works to improve the health status of all people of Aotearoa/New Zealand through participation in health and social policy development.

NZNO is looking for a Membership Administrator to undertake all membership / potential membership related administration as part of our team in Wellington. We are looking for a candidate who has a proven track record in administration, preferably within a membership focussed environment. You will need strong phone skills; experience in a call centre environment would be an advantage.

The successful candidate will have the following:

- Strong experience in database / records management systems - preferably in the membership not-for-profit sector
- An eye for detail
- Well-developed Microsoft Office skills, including Word, and Excel
- Strong written and oral communication skills and phone manner
- A professional approach to membership enquiries and complaints
- Excellent time management skills, including a proven ability to manage priorities
- Demonstrable cultural competence and understanding of the significance of Te Tiriti o Waitangi for NZNO

This is a full-time position (40 hours per week) based in our Wellington office, reporting to our Membership Manager. If you want to be a part of this team and are looking for a great place to work, please email **both** a **Cover Letter** and a **Curriculum Vitae** to Paul Flynn at:

paul.flynn@nzno.org.nz

by

5.00pm Sunday 21 June 2026