

## **Part Time - Administration Assistant for Light Metals Research Center**

The Light Metals Research Centre was founded in 2002 to meet global needs for a dedicated single-site light metals research, development and training facility. Acting as a one-stop-shop for the sector, the Centre's team includes world leaders in their fields of expertise with substantial experience and knowledge both in academic research and in management of smelters. Because they span all relevant disciplines, the Centre's team can focus on a range of client issues in the context of solving business problems.

In order to meet industry needs, the Centre is committed to increasing the global understanding of the basic science underpinning the sector's activities. As part of the Center's industrial training initiatives, an University of Auckland accredited Postgraduate Certificate Course in Light Metals Reduction Technology will be held in November 2010 which will draw participants from all around the world.

We are now seeking an experienced Administration Assistant to provide administrative and logistical support to the Training Course Development Team to ensure delivery requirements are met for the Post Graduate Certificate Course. In this role, your responsibilities will include being the link between the prospective students and the University to ensure enrolments are successfully completed in time, liaise with the host smelter to co-ordinate onsite delivery requirements and aid in collating educational training material.

Your strong interpersonal skills will enable you to develop excellent relationships with clients, academic staff and various departments within the University. You will have excellent computer skills with confidence in MS Word, Excel and PowerPoint. Experience in the University of Auckland enrolment and administration processes will be beneficial. Innovative and proactive by nature, you will be an excellent team player, who is reliable and counted on when the going gets tough.

This is a fixed term part-time appointment starting 1<sup>st</sup> June 2010 until 31 December 2010 with the possibility of extension through to 31 March 2011. It is expected that time commitments will not exceed more than 10 hours per week.

For all enquires please contact:

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