Project Coordinator – EPMO:

Tātaki Auckland Unlimited (TAU) is a Council Controlled Organisation (CCO) of Auckland Council and is the agency responsible for delivering major events, destination attractions and visitor experiences. We bring Tāmaki Makaurau (Auckland) to life through experiences that connect communities, attract domestic and international visitors to our theatres, galleries, museums, stadiums, events and iconic destinations. Our work extends across the regions diverse coastal and rural landscapes, including tupuna maunga and the islands of Waiheke and Aotea (Great Barrier). We value and honour our relationships with mana whenua recognising their rich Māori histories, matauranga Māori and their enduring legacy to place are integral to the cultural identity of Tāmaki Makaurau.

More about our kaupapa and what's happening across our region, visit; aucklandunlimited.com.

He angitūtanga: The opportunity

We have an exciting full-time opportunity for a Project Coordinator to join Tātaki Auckland Unlimited's Enterprise Project Management Office (EPMO). Working alongside programme and project leads, you'll provide the coordination and administrative support needed to plan, deliver and report on strategic initiatives across TAU. Depending on your assignment, you may support a dedicated programme or a diverse portfolio of projects, maintaining accurate information, tracking progress and helping ensure delivery teams and stakeholders remain organised, informed and aligned.

In this role, you will:

- Support project, programme and portfolio planning by coordinating inputs and maintaining plans, schedules, workspaces, records and documentation using approved systems such as Asana.
- Track milestones, deliverables, dependencies, approvals and actions, maintaining risk, issue, decision and change registers while escalating emerging concerns to the relevant lead.
- Coordinate governance and working-group meetings, including scheduling, agendas, papers, minutes, decisions and follow-up actions.
- Collate information for reports, presentations, briefings and business cases, and support post-project evaluations, benefits tracking and lessons learned.
- Assist with resource planning, stakeholder communications and project administration, including purchase orders, invoice processing, budget tracking, training sessions and supplier liaison where required.

He kōrero mōu: About you

You'll be a highly organised and dependable coordinator who enjoys bringing structure and momentum to complex programmes and projects. You'll manage multiple activities, priorities and deadlines while maintaining accuracy across records, reports and project documentation. A clear and confident communicator, you'll build productive relationships with stakeholders and prepare professional minutes, presentations and updates for different audiences. You'll be comfortable gathering information from multiple sources, identifying gaps and using sound judgement to determine when to act independently or seek guidance.

Proactive, adaptable and resilient, you'll respond constructively as priorities change while handling confidential and sensitive information with discretion.

To be successful in this role, you will have:

- A relevant qualification in project coordination, business, communications, event management or a related discipline, or equivalent practical experience.
- Three to four years' experience in project, programme or comparable coordination work, including maintaining documentation, tracking actions and supporting meetings and reporting.
- Proficiency with Microsoft 365, particularly Word, Excel and PowerPoint, along with experience using project-management platforms such as Asana; familiarity with scheduling, finance or procurement systems would be advantageous.
- Experience supporting governance, resource planning or project financial administration; exposure to local government, the public sector, cultural organisations or not-for-profit environments would also be beneficial.

Me Tono Ināianei!: Apply Now!

Applications Close (2 weeks from advertising date)

Band XX

#workingforauckland #TAU

Tātaki Auckland Unlimited is an equal opportunity employer (EOE) and we are committed to providing a working environment that embraces and values diversity and inclusion. If you have any support or access requirements, we encourage you to advise us at the time of application to assist you through the recruitment process.

Employees in receipt of salary protection and/or on the predecessor Tātaki Auckland Unlimited terms and conditions of employment, please note that the salary protection and/or predecessor Tātaki Auckland Unlimited terms and conditions, including relocation, apply to your current position. Should you change to a new position (other than any secondment) you will be issued with a new employment letter of offer with current Auckland Unlimited terms and conditions.