



# EMPOWER YOUR TEAM INVEST IN ADMINISTRATIVE EXCELLENCE FOR ORGANISATIONAL SUCCESS!



## About AdmiNZ

The Association of Administrative Professionals New Zealand Incorporated – Te Kawarangi (AdminNZ), stands as a beacon for administrative professionals seeking to excel in an ever-evolving landscape. Governed by a dedicated Board, we are a not-for-profit, national association.

AdminNZ supports the evolving roles and responsibilities of administrative professionals by offering year-round access to valuable knowledge and a dynamic community, catering to everyone from newcomers to seasoned experts.

AdminNZ's certification, the only one of its kind in New Zealand, sets the standards for administrative excellence, and creates clear pathways for career advancement. Covering three key competency areas, it demonstrates the essential skills of an administrative professional. This makes it an invaluable benchmark for both individuals and employers.



Administrators from diverse industries in New Zealand, the Pacific Islands and even other parts of the world, join AdminNZ to enhance their skills, build valuable networks, and gain a deeper appreciation of the critical role they play in any business.

This supportive network is essential for personal and professional growth, providing administrators from various sectors with opportunities to learn, develop, and gain recognition in their careers

## Why Invest in Your Teams Professional Development?

AdminNZ stands at the forefront of professional development for administrative professionals. As a voluntary, independent entity, our mission transcends the boundaries of corporate giants, small-to-medium enterprises, and home-based offices.

## Membership Benefits

- Professional Development: Access to exclusive training webinars, masterclasses, and our annual conference.

- Accreditation and Recognition: Opportunities for professional certification and Emerging Professional recognition.
- Networking: Connect with peers and industry leaders through our vibrant community.
- Resources: Stay informed with newsletters, blogs, and the latest industry insights.
- Educational Opportunities: Scholarships, micro-credentials, and professional qualifications to advance your skills.

Here's how partnering with AdminZ elevates not just individual careers but your entire organisation:

### Benchmark for Excellence

- Nationally Recognised Standards;
- AdminZ Certification

### Continuous Professional Growth

- Continuous Professional Development (CPD);
- Tailored Professional Development;
- Monthly National Webinars.

### Community-Driven Excellence

- By Our Members, For Our Members.

## Your Membership Journey

### Welcoming you to the AdminZ Community

Upon registering as a member, you will receive a welcome pack.

### Making contact

Our Membership Officer will get in touch with you to see how you're going and connect you to your region's Group EO.

### Introductions

An introduction meeting will be set up with yourself, the Membership Officer and the Group EO.

### Registration

Your membership puts you in the driver's seat of your career, offering unparalleled opportunities for professional development and advancement. Our inclusive community welcomes administrative professionals at all career stages, fostering a network of support, learning, and shared success.



## Membership Levels

All memberships are an annual subscription from 1 April to 31 March each year.

### Individual Membership

**\$165.20**

### Retiree Membership

**\$64.89**

### Organisation Membership

**\$726.88**

Includes 5 organisation members  
*Additional members can be added for a discounted rate of \$126.60 per year*

Investing in your administrative team through AdminZ is a strategic step toward strengthening the backbone of your organisation. Together, we unlock your team's full potential and drive excellence!

### Register Here

<https://adminz.org.nz/join/>

### Contact Us

[memberships@adminz.org.nz](mailto:memberships@adminz.org.nz)

Groups in Auckland, Christchurch, Dunedin, Hawkes Bay, Manawatu, Marlborough-Nelson, Taranaki, Tauranga, Waikato, Wellington, Whangārei

### Visit Groups

<https://adminz.org.nz/connect/>