

MHM Automation – Executive Assistant & Business Support

Position Description and Additional Information

January 2026

Executive Assistant and Business Support – Christchurch

- Trusted partner to Leaders in this global, NZ-founded business
- Varied, high-impact role
- Join a values-led organisation in this key role

About MHM Automation

MHM Automation is a proudly New Zealand-founded engineering business with a 140-year history and a truly global footprint. Designing and delivering advanced automated systems for the food processing and logistics industries, MHM helps customers improve efficiency, yield, and worker safety through innovative engineering and technology.

Headquartered in Christchurch and now part of Fortifi Food Processing Solutions, MHM plays an important role within a global group operating across Europe, the Americas, Asia-Pacific, and beyond. As part of Fortifi, MHM contributes to the delivery of full-line, automated solutions to food producers worldwide, while maintaining its strong local identity, values, and long-standing customer relationships.

This global connection creates exciting opportunities for collaboration, influence, and exposure - blending the stability of a long-established New Zealand business with the scale and ambition of an international group.

MHM is now looking for a talented Executive Assistant to join the team in this vital, diverse role. Sound like you?

About this role

This is a pivotal Executive Assistant role, providing high-quality, confidential, and proactive support to MHM's Senior Leadership Team. Reporting to the Chief People Officer, you will be a trusted partner to senior leaders, including the Chief Executive, enabling effective decision-making through seamless coordination, strong governance discipline, and professional executive support.

Beyond supporting MHM's executive team locally, this role sits at the intersection of a global leadership network. You will be a key point of contact between MHM executives and senior leaders across Fortifi and its sister companies in Europe and the Americas - supporting cross-border collaboration, executive communication and international travel.

Your days will be varied and fast-paced; from managing complex diaries and international travel, to preparing executive papers, coordinating meetings and events, and ensuring executive interactions across the group are well-prepared and professionally managed. It's a role that offers genuine exposure, influence and the opportunity to operate with confidence at senior executive level, both locally and globally – all based in Christchurch. Excited?

About you

You're an experienced Executive Assistant who thrives in high-trust, high-accountability environments. You bring exceptional organisation, sound judgement, and a calm, professional presence - even when juggling competing priorities.

You're known for your discretion, attention to detail, and ability to anticipate what leaders need before they ask. Comfortable working with senior executives and governance groups, you enjoy being the person who makes things run smoothly behind the scenes and takes pride in delivering a polished, professional standard every time.

This is a fantastic opportunity to step into a trusted, influential role within a respected, global organisation - while still being part of a close-knit, values-driven team in Christchurch.

How to apply

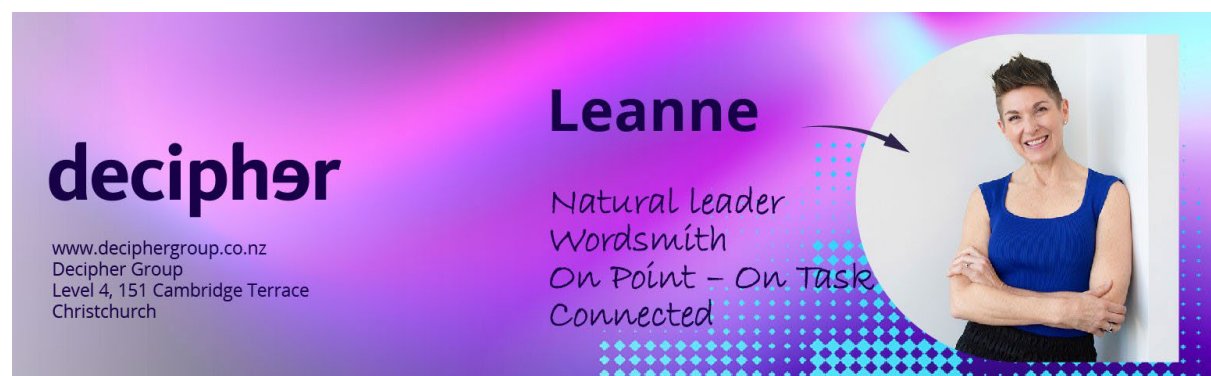
To discover more about MHM visit www.mhmautomation.com

For a confidential discussion, please contact Leanne Crozier at Decipher Group
E: leanne@deciphergroup.co.nz or by txt 021 245 2224

Decipher Group is partnering with MHM Automation on this appointment.

Applications close: Wednesday 11th February 2026

Please do not email us your CV and Cover Letter. Please use the *Apply Now* link on our website.



decipher
www.deciphergroup.co.nz
Decipher Group
Level 4, 151 Cambridge Terrace
Christchurch

Leanne
Natural leader
Wordsmith
On Point - On Task
Connected

Our process



OUTREACH AND ADVERTISING | Applications close 1 February 2026

Potential candidates identified through targeted search; applications reviewed and responded to.



APPLICANT SCREENING | Mid-Late February

Initial screening of applications as they are received. This may include a discussion with candidates about their motivations for applying. We aim to run a timely and efficient process.



SELECTING AND SHORTLISTING | Late February-Early March

Once the role has closed our team will present the most qualified candidates to the client. Within this period, all applicants will receive notification of the status of their application.



CANDIDATE INTERVIEWS | Early March

Decipher Group prioritises a robust and consistent interview framework, based on a behavioural and competency-based assessment. Candidates will be advised of the interview structure and who will be present on the panel. All interviewed candidates will receive prompt feedback and will be advised of next steps once we have debriefed with the interview panel.



VETTING AND DUE DILIGENCE | Early March

We conduct thorough background checks and referencing to further assess competencies of preferred candidate/s. Decipher Group utilises a third-party provider for pre-employment and probity checks such as criminal history, qualification, employment history and bankruptcy. Our team will notify you in advance prior to us contacting your referees. Throughout the entire process, candidate confidentiality and privacy remain an absolute priority.



DECISION AND ONBOARDING | Mid March

Following a rigorous evaluation, a conditional offer of employment will be made, subject to the completion of the above stage. Our team will communicate regularly with both the client and the successful candidate during this period. At the conclusion of the recruitment process, all remaining candidates will be notified, with the opportunity for feedback.

Position Description

Title:	Executive Assistant & Business Support
Location:	Christchurch
Reporting to:	Chief People Officer
Business Unit:	Corporate
Direct Reports:	Nil
Indirect Reports:	Nil
Key Relationships:	Senior Leadership Team (SLT), Fortifi executives, functional managers, People & Culture, Finance, HS&Q team, Board and Council contacts, customers, suppliers, consultants, service providers.

MHM Automation Group

MHM Automation (MHM) designs and delivers automated systems for the food processing and logistics industries. Our solutions enhance efficiency, yield, and worker safety by integrating advanced technologies with innovative engineering. With deep roots in New Zealand, we are proud to be a long-standing New Zealand business with a global reach and customer base.

MHM was founded in Christchurch, New Zealand in 1884. Over the past 140 years, the company has evolved from a regional engineering business into a provider of automated processing and handling systems for the global food industry.

The company's development has closely followed New Zealand's export-focused primary sector growth, with a strong focus on food production, engineering, and automation technologies.

MHM has expanded through a series of acquisitions, consolidating multiple legacy businesses into a single organisation, focused on materials handling, chilling and freezing, packaging, and processing solutions across dairy, meat, cheese, fruit, and vegetable segments.

It has a long-standing presence in the New Zealand and Australian manufacturing sectors and supplies equipment and systems to a broad range of domestic and international food processors.

In Quarter 1 of 2024, MHM became part of Fortifi Food Processing Solutions (Fortifi), supporting Fortifi's strategic expansion into non-protein food sectors and strengthening its presence in the Asia-Pacific region.

Today, as part of Fortifi, MHM operates across five continents and contributes to the wider Fortifi group's capability to deliver full-line, automated solutions to food processing facilities worldwide.

MHM is currently comprised of 4 business units, Wyma NZ, Wyma EU, Fabrication and Materials Handling (recently merged with Chilling & Freezing).

Position Description: Executive Assistant & Business Support

The Executive Assistant & Business Support provides high-quality, confidential, and proactive executive support to the Senior Leadership Team (SLT). Reporting to a member of the SLT (or as designated), this role plays a critical enabling function across the organisation by ensuring senior leaders are supported with seamless coordination, strong governance discipline, and professional business and administrative services.

The role requires exceptional organisational capability, sound judgement, and discretion, along with the ability to prioritise competing demands in a dynamic, fast-paced environment. Acting as a trusted partner to the SLT, this position supports effective decision-making through well-prepared documentation, disciplined diary and travel management, and consistent coordination of meetings, forums, and events.

The Executive Assistant & Business Support works closely with internal teams and external stakeholders to uphold professional standards, support executive effectiveness, and contribute to a positive, well-functioning office environment aligned with company values.

Key Accountabilities

Executive & Business Support

- Provide high-quality, proactive executive and business support to the Senior Leadership Team (SLT), enabling effective leadership, decision-making, and organisational performance.
- Coordinate, compile, format, and quality-assure executive, Board, and Committee documentation, ensuring accuracy, consistency, and professional presentation.
- Draft, manage, and appropriately redirect executive communications, reports, and documents on behalf of SLT members and General Managers, exercising sound judgement and discretion.
- Support SLT members through annual and quarterly planning cycles, including preparation of schedules, reports, and presentation materials.
- Design, compile, and format executive-level presentations and communication materials.
- Support management with onboarding activities for new starters, ensuring a consistent and professional experience.
- Compile receipts and support expense processing and coding for SLT members in line with company policy.

Governance & Compliance Support

- Support effective governance by coordinating agendas, papers, minutes, and action registers for Boards, Committees, and executive forums.
- Maintain disciplined document control, version management, and secure distribution of governance materials.
- Track actions and follow-ups arising from governance meetings to support accountability and timely completion.
- Provide administrative and coordination support for compliance and regulatory reporting as required.

Diary Management & Executive Prioritisation

- Proactively manage complex executive diaries, strategically scheduling and prioritising meetings in alignment with business priorities.
- Act as a gatekeeper for executive time, balancing accessibility with the need for focus on critical activities.
- Anticipate scheduling conflicts and resolve competing demands with sound judgement and discretion.

Travel Management

- Coordinate domestic and international travel arrangements, including flights, accommodation, and ground transport.

- Ensure travel itineraries align with executive calendars, meeting schedules, and time-zone requirements.
- Monitor travel plans and adapt arrangements as required to accommodate changes or disruptions.
- Act as the organisational subject matter expert for the CTM travel management system, owning travel reporting, optimising system use, and providing insights to support cost control and policy compliance.

Event & Meeting Coordination

- Coordinate internal and external meetings and events, including executive meetings, offsites, forums, and functions.
- Manage venue bookings, catering, and logistical arrangements.
- Ensure audio-visual and technology requirements are available, tested, and operating effectively.
- Liaise with Sales and other teams regarding industry events, expos, and customer engagements, providing coordination support as required.

Stakeholder & Relationship Management

- Act as a key point of contact for internal and external stakeholders engaging with the SLT.
- Build and maintain professional, trusted working relationships with executives, Board contacts, consultants, suppliers, and service providers.
- Ensure consistent, timely, and professional communication aligned with executive and organisational standards.
- Provide polished on-site and off-site guest liaison and hospitality experiences for external stakeholders and visitors.

Office & Facilities Management

- Maintain a professional, well-functioning office environment that supports productivity and employee experience.
- Manage ordering of business cards, uniforms, and branded materials.
- Monitor office equipment and facilities and coordinate maintenance or replacement as required.

Continuous Improvement & Ways of Working

- Identify opportunities to improve executive workflows, administrative processes, and documentation standards.
- Contribute to the development of consistent templates, routines, and systems to improve efficiency and quality.
- Support continuous improvement in how the SLT operates and engages with the wider organisation.

Flexibility & Ad Hoc Support

- Travel as required to support events, relationship management, or training activities.
- Provide flexible, ad hoc executive and administrative support to the SLT to meet evolving business needs.

Organisational Commitment

- Act as a professional ambassador for the organisation in all interactions.
- Maintain the highest levels of confidentiality, integrity, and discretion.

- Commit to and comply with all company policies, procedures, and values.

Qualifications and Experience

- Proven experience in an Executive Assistant or Senior Business Support role supporting executives or leadership teams.
- Strong experience coordinating Board or executive-level meetings, reports, and governance materials.
- High level of proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) and presentation design.
- Experience managing complex diaries and domestic and international travel arrangements.
- Demonstrated ability to work in fast-paced, high-accountability environments.
- Experience supporting event coordination and office management activities.
- Exposure to corporate governance, compliance, or regulated environments is desirable.

Competencies and Attributes

- **Judgement & Discretion:** Handles confidential information with integrity and sound judgement.
- **Organisation & Prioritisation:** Manages multiple demands effectively with attention to detail.
- **Communication Skills:** Clear, professional, and confident communicator at all levels.
- **Executive Presence:** Polished, composed, and professional in representing the organisation.
- **Problem Solving:** Proactive in anticipating needs and resolving issues before they escalate.
- **Collaboration:** Works effectively across teams and functions to support shared goals.
- **Customer Focus:** Delivers a high-quality service experience to internal and external stakeholders.
- **Ethical & Transparent:** Upholds Fortifi's values, fostering trust, integrity, and ownership.

Our Core Values

Safety First	Everyone returns home safely to their family
Teamwork	Everyone gives their best to win, together as owners
Customer Focus	We create long term value by exceeding our customers' expectations
Continuous Improvement	We always strive to find a better way, learning continuously to improve performance
Integrity	We do the right thing, everywhere all the time



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decipher-group-limited/](https://www.linkedin.com/company/decipher-group-limited/)

Our Diversity, Equity and Inclusion Statement

Decipher Group care deeply about helping individuals achieve their full potential and supporting organisations to thrive by working toward a more progressive future. Fostering a culture of inclusion and belonging that truly values individual differences, backgrounds, and perspectives ignites creativity and new ideas – and this is part of what makes our team exceptional. For us, progress is the only goal worth benchmarking.