

Executive Assistant to Adam Thompson

Supporting the founder across Restore Native,
My Mortgage, and community projects

Based in Cambridge | Hybrid working options



Job Description

Restore Native is a fast-growing native plant nursery and native restoration business based in Cambridge, Waikato.

We grow and supply native plants for projects across the North Island, and deliver end-to-end planting projects throughout Waikato and Bay of Plenty — working with farmers, landowners, councils, and iwi to regenerate land and rebuild biodiversity.

Alongside Restore Native, Adam also leads and contributes to several other ventures, including My Mortgage, the Te Miro Kiwi Project, property development projects, and community-driven environmental work.

The key measure of success is simple: take things off Adam's desk and free up his time so he can have more impact.

We're now looking for a highly organised, proactive, and tech-confident Executive Assistant to work directly alongside Adam and help keep momentum high across a fast-paced, multi-project environment.

This role is part EA, part project coordination, part content support, and part problem-solver — perfect for someone who loves variety, can stay calm under pressure, and thrives on bringing order to chaos.

This position would be well suited to a graduate or someone emerging in their career. Digital confidence is key — we're looking for someone who is tech-savvy and comfortable picking up new tools quickly. While not essential, prior exposure to videography, social media, or content creation is definitely an advantage.

You'll be the organisational engine behind Adam's day-to-day world: managing calendars and inboxes, preparing documents and content, supporting on-the-ground work, and helping ensure ideas turn into action. No two days will look the same, and you'll have exposure to a wide range of business activity, environmental projects, and community initiatives.

This is a hands-on role with high autonomy, trust, and real room to grow. It won't suit someone who prefers rigid structure or a traditional corporate environment — we're after someone adaptable, fun, sharp, and ready to get stuck in wherever needed.



Restore Native
Trees for the land, birds and the people



Te Miro Kiwi
PROJECT

What we offer

- Competitive remuneration based on capability and impact
- Flexible work options — home, office, remote (even while travelling)
- Autonomy and trust to run your space and keep things moving
- A varied, fast-moving, never-boring environment
- Direct exposure to leadership, strategy, and multi-business operations
- A positive, down-to-earth culture
- The chance to support meaningful environmental and community projects

What you'll be doing

This role is perfect for someone who enjoys switching gears often — from formatting a proposal to filming in the field, from coordinating a webinar to tackling an urgent operational task.

Executive & Admin Support

- Managing Adam's calendar, inbox, appointments, and communications
- Handling email responses, scheduling, follow-ups, and task management
- Processing invoices, payroll tasks, and a range of administrative needs
- Preparing documents, quotes, reports, formatted files, and client materials

Content & Communication

- Capturing field photography and videography
- Preparing social media content and sending footage to the comms team
- Creating PowerPoint presentations, webinar slides, and supporting materials
- Running and operating webinars behind the scenes

Project & Operational Support

- Supporting Restore Native, My Mortgage, the Te Miro Kiwi Project, and other initiatives
- Assisting with property project tasks and community-driven environmental work
- Joining field days, nursery visits, or site runs when required
- Coordinating between multiple teams:
 - Restore Native (25 staff)
 - My Mortgage (15 staff)
 - Contractors, volunteers, and project partners

Systems, Technology & Improvement

- Using AI tools and automation to streamline processes
- Helping implement new systems and improve existing workflows
- Maintaining an organised, efficient operating environment
- Turning ideas into structured plans and ensuring follow-through

You'll thrive in this role if you:

- Are highly organised, calm, and structured
- Are proactive and solutions-focused — you anticipate rather than react
- Stay steady in a fast-paced, sometimes chaotic environment
- Are tech-confident and quick to pick up new tools (including AI)
- Have excellent written and verbal communication skills
- Are comfortable with cameras, documents, presentations, and digital tools
- Bring strong attention to detail and pride in accuracy
- Can work independently and make good decisions on the fly
- Enjoy variety and are happy to get stuck in wherever needed
- Are humble, open-minded and positive
- Value purpose-led work and love supporting projects that make a real difference
- Want a role where you can grow your skillset and career over time



We're excited to meet someone who can grow with us and help keep everything running smoothly across Adam's world.

For queries please contact applications@restorenative.co.nz



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