

Amelia Sakalia

Development Coordinator
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About

Amelia is a Development Coordinator with experience supporting property development and construction projects through a strong focus on project coordination, document management, stakeholder engagement and process improvement. Her work centres on improving internal systems and workflows to support efficient project delivery across the development lifecycle.

She provides coordination and administrative support across all teams and key project processes, including document control, supplier and consultant onboarding, financial administration and project reporting. Amelia also supports both internal and external stakeholder engagement, helping to maintain clear communication between project teams, consultants, suppliers and other delivery partners. She has played a key role in implementing and refining internal systems, including project management and financial tools, to improve data accuracy, streamline communication and reduce manual processes.

Her background includes experience working with multidisciplinary teams and stakeholders, supporting compliance and regulatory processes, and contributing to initiatives that improve project delivery outcomes. She is committed to continuous improvement and is currently undertaking further study in project management.

Qualifications / Professional Memberships:

Diploma in Project Management
Southern Institute of Technology - 2026

Certificate in Business Preparation
Massey University – 2016

Key Skills

- Technical Due Diligence & Consultant Procurement Coordination
- Development & Project Coordination
- Governance Reporting & Risk
- Operations Support

Key Experience

Asana Project Management System Implementation

Kāinga Maha

Amelia led the optimisation of Kāinga Maha's use of Asana, transitioning the team from a high-level, email-driven workflow to a structured project management system. She implemented automated processes, including external-facing forms for supplier onboarding and consultant management, and established workflows to improve document tracking, internal communication and task management. Amelia also introduced resource planning functionality, enabling visibility of team capacity and supporting more efficient project allocation.

Xero Projects Implementation

Kāinga Maha

Amelia led the implementation of Xero Projects to replace a manual time-tracking and invoicing process. She worked closely with the finance team and Xero support to design a system that captured project budgets, staff time and supplier costs within a single platform. Amelia managed the transition between systems, trained the team on new processes and supported the development of standardised reporting, improving billing accuracy and integration with financial workflows.

Finance Process Improvement

Kāinga Maha

Amelia played a key role in improving internal finance processes, transitioning from informal, email-based workflows to a more structured and efficient system. She supported the implementation of a centralised invoice approval process, enabling simultaneous review and approval and reducing delays. Her work focused on improving clarity of roles and responsibilities, streamlining billing processes and supporting the ongoing refinement of financial workflows.

