

Office Administrator

PERMANENT POSITION | NORTH SHORE BASED

Do you want to work for a leading NZ Mechanical Engineering Consulting Business that recognizes the importance of work / life balance, in a location where you can take your lunch break walking along Takapuna beach, enjoy the many local cafés or make use of gyms?

Dobbie are an award-winning consultancy, providing first class engineering solutions to clients throughout New Zealand.

The Role:

Following a period of significant growth we are seeking an Office Administrator to join our team.

Working under the guidance of our current PA / Senior Administrator, the role will include assisting with general administrative duties, support for the Quality Management System, document archiving and filing as well as providing support to the efficient running of the office on a day-to-day basis.

As with all great Office Administrators you will be a problem solver, glass half full, can-do attitude with an enquiring mind who will provide excellent office administration, and support for a smooth-running business.

About you:

- Proven Office and Office Administrator experience
- Time management and organisational skills
- Key communication skills, transparency, openness, honesty and integrity
- Proficient computer skills including knowledge and experience with Xero and the Microsoft Office Suite
- Strong customer service skills
- Able to build and maintain relationships

This is a newly created position that we anticipate could be performed part time with the scope to grow into a full-time position for the right candidate. We are happy to discuss flexibility with working hours and days provided the needs of the role are met.

If you have the above-mentioned skills and qualities and you want to work in an inclusive culture, progressive workplace and alongside a great team, then we can offer you a competitive wage plus other employer provided benefits.

Apply by emailing your cv and cover letter to: jacqueline@leapconsulting.co.nz