

Office Manager

PERMANENT | ROTORUA

Do you want to work for a leading NZ Mechanical Engineering Consulting Business that recognizes the importance of work / life balance? Dobbie are an award-winning consultancy, providing first class engineering solutions to clients throughout New Zealand. We are currently seeking a skilled Office Manager to join our Rotorua based team. You will be looking after the day-to-day administrative requirements of our team, ensuring the business runs smoothly while providing support to our company Directors and the engineering teams.

No two days will be the same, however duties are likely to include:

- Daily interactions with clients
- Accounts - payable / receivable / GST
- Company wide Payroll - employee loading / management, leave, PAYE
- Business administration - facilities management, purchasing, supplier relationships, travel bookings, engaging contractors, filing, printing, records keeping
- Maintain systems (WorkFlow, Xero, ISO9001)
- Project administration

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 Microsoft Office Suite
- Proficient in Xero Accounting and Payroll
- Strong customer service skills
- Able to build and maintain relationships

Our ideal candidate will have experience working in a professional services office environment and be an experienced administration generalist. You will be comfortable with self-organisation, working as part of a team or autonomously, with the ability to prioritise. 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: careers@dobbie.co.nz.