

Office Administrator/Receptionist Part Time



- 2 days per week position
- Modern office environment, based in Mt Eden, Auckland
- Friendly, mid-sized professional services consultancy

Envivo is a multi-disciplinary consultancy that provides market leading professional services in Engineering, Surveying and Planning to a wide range of property development, construction and institutional clients. Join us and you would be helping our staff to deliver exceptional service to our clients.

Responsibilities

Provide an excellent and professional level of office administration and reception service to clients, visitors and staff by:

- Answering and screening phone calls
- Welcoming visitors at reception
- Assist with managing office supplies/consumable and facilities management
- Provide basic IT support of the telephone system, AV system including training and resolving issues
- Provide administrative support including arranging couriers, travel, photocopying
- Assist with new employee set-up and leaver terminations

Skills/Experience Required

- Previous experience in a similar role
- Interpersonal skills to relate to a wide range of people
- A high level of client service focus
- Good proficiency in Microsoft Office especially Outlook
- Experience with telephony systems and reporting an advantage
- Experience with setting up AV and resolving minor technical issues

Envivo values people who enjoy working collaboratively in a team environment. We have a commitment to career development, a focus on professional standards and on achieving successful outcomes for our clients. If you're looking for a new challenge and like sharing with your colleagues both your knowledge and a laugh, then contact us today.

You must be eligible to work in NZ to apply for this role.



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