



Career Opportunities

Administration Support (part time)

We have an exciting opportunity for an **Administration Support** person to join EA Networks. This role is a part time administration support role for 25-30 hours per week, with a fixed term contract (until December 2021).

The role will be responsible for providing professional administration support to the field services team within EA Networks and will include:

What does the role involve?

- Fleet administration.
- Database maintenance.
- General administration support.

What are we looking for?

- Intermediate range of computer skills especially within the Microsoft Office suite.
- A minimum of 2 years administration experience within a professional environment.
- Excellent spoken and written communication skills.
- Ability to be thoughtful of others and to show respect.
- Ability to work in an organisation of diverse thoughts, cultures and experiences.
- Honest, trustworthy with a high degree of integrity.
- Confident and capable of working independently and unsupervised.
- Enthusiastic, positive and motivated to complete each task to the best of their ability.

Join Us

To apply, please submit your CV and covering letter in confidence.

Applications close at 5pm on Friday 27 August 2021.

Please note:

Applications for this position should have New Zealand residency or a valid New Zealand work visa. We also require all employees to complete a pre-employment medical check including drugs and alcohol testing and to complete a criminal history check with the Ministry of Justice.

For more information about the role please contact:

Cindy Meadows on 027 269 9969 or cmeadows@eanetworks.co.nz.

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Connecting our community

