



# Career Opportunities

## Receptionist

### About Us:

EA Networks is a cooperative network company based in Mid Canterbury. It owns and operates the region's electricity distribution network, as well as an advanced fibre optic communications network. Being locally owned and operated means EA Networks and its 130 staff have strong ties with the community that they work and live in. The core focus for EA Networks is maintaining a resilient electricity and fibre network while supporting the local economy and community. For more information about the company visit [www.eanetworks.co.nz](http://www.eanetworks.co.nz)

We have an exciting opportunity for an experienced receptionist to join our team on a full time basis. Your main responsibilities will include greeting members of the public, answering phone calls, managing travel arrangements for staff, and ordering office supplies. You will also have involvement in stakeholder processes and providing back up to the Finance Team when required with accounts payable and receivable so an attention to detail would be beneficial.

### On Offer:

We prioritise providing our people with the best possible experience. In addition to a great workplace environment, modern tools and fleet, and top-notch safety equipment, our employee benefits scheme includes the new Extraordinary benefits card. This card offers rewards and benefits to help cover life's costs and support personal wellbeing. We also offer competitive remuneration, enhanced annual leave benefits alongside hybrid working options. We have an active Social Club with activities throughout the year, discounted gym/fitness centre memberships, an expansive break room and free on-site staff parking. You'll get to work with like-minded people who are passionate about keeping the lights and internet on throughout the Ashburton District.

Being a part of the Ashburton District means you're a part of strong supportive community with a great semi-rural lifestyle. With a variety of local dining and services, and excellent skiing, hunting, tramping and fishing spots nearby, you'll be spoiled for choice, and as it's only a 60-minute drive from Christchurch Airport, it doesn't take long to experience city life.

### Got what it takes?

You'll need to have:

- Previous customer facing/receptionist experience.
- Strong communication skills on the phone and in person.
- The ability to multitask, be flexible and to prioritise tasks.
- A good working knowledge of MS Office, including Outlook, Word and Excel.
- An ability to build positive relationships and be great with people.
- A proactive nature and a willingness to help others in the team with their workload where needed.
- A full driver's license.

### Join Us

To apply, please submit your CV and Cover Letter. Applicants must have the right to work in NZ. Pre-employment checks including a medical, drug and alcohol test and Ministry of Justice checks will apply. For further information please contact Simone Hopwood. Closing date for applications 31 July 2025.

**EA** networks

0800 430 460

[eanetworks.co.nz](http://eanetworks.co.nz)

Connecting our community

