



Career Opportunities

Listing:

Administrator

- *World class infrastructure platform*
- *Help us keep the lights on and our community connected*
- *Administration and support to the Field Services dept.*

About EA Networks

At EA Networks, we are focused on ensuring our community has access to world class, reliable and affordable network infrastructure. We are the trusted infrastructure platform that delivers electrical energy to every home and business in our region. We own and operate our region's electricity distribution network and fibre optic communications network, which we continuously invest in to ensure that we keep the lights on and the web connected.

About the role

This role will focus around providing professional administration support to the inspectors department, as well as the wider Field Services team.

This support includes maintaining databases, maintaining meter stock & equipment for installs, fleet administration, and any other support required within the Field Services department.

EA networks

0800 430 460

enquiries@eanetworks.co.nz

eanetworks.co.nz

Connecting our community



Required Skills & Experience

- Good range of computer skills, especially within Microsoft Office
- Knowledge of the electricity/utilities industry would be advantageous, but not essential
- Excellent organisational and planning skills
- Excellent written and oral communication skills
- Strong teamwork and problem-solving skills
- Solutions focused
- Confident and capable of working independently and unsupervised
- A positive, enthusiastic person, with a can-do attitude

Join Us

A competitive salary package is on offer for this role, as is the opportunity to work for a stable, trusted organisation at our modern, purpose-built business park premises. EA Networks has a strong focus on people, culture and a commitment to leading edge technology. If you would like to pursue the opportunity presented by this dynamic role, please submit your CV and Covering Letter in confidence.

Applications close Friday 15 November 2019.

Please note: Applicants for this role must be legally entitled to work in New Zealand and be available at short notice to attend an on-site interview at our office.

For more information about the role and EA Networks, please visit eanetworks.co.nz.

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