



Career Opportunities

Listing:

AR Officer

- To process all AR invoices
- To manage the collection of outstanding debts
- To provide back-up support to Accounts Payable & Reception as required
- To provide administration support to our Field Services Department

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

As the AR officer you will be part of a team that is responsible for overseeing the day-to-day administration of EA Networks. Your speciality will be all aspects of Accounts Receivable. In addition, you will provide back-up support to other members of the administration team throughout EA Networks. We are looking for a someone who has a customer focused outlook and enjoys working in a dynamic office environment. This is a full-time position.

Required Skills & Experience

- Ideally two years Accounts Receivable experience.
- Experience at a level which will enable you to supply back-up support to other members of the Administration team.
- Be organised, have a keen eye for detail & have good time management skills.
- Have a positive & can-do attitude & is a person who enjoys variety in their work & assisting others.

EA networks

0800 430 460

enquiries@eanetworks.co.nz

eanetworks.co.nz

Connecting our community



- Excellent verbal and written skills with an ability to converse with team members & customers.

Join Us

A competitive 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. If you would like to pursue the opportunity presented by this dynamic role, please submit your CV and Covering Letter in confidence to recruitment@eanetworks.co.nz.

Applications close Monday 21 January 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 our website www.eanetworks.co.nz.

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