

OFFICE ADMINISTRATOR

Boffa Miskell | Wellington, New Zealand

Bring your enthusiasm, initiative and dependability to deliver exceptional service to our consultants and wider team.



For more information about us, visit our website: www.boffamiskell.co.nz

Send your CV to: joinus@boffamiskell.co.nz

Closing date:
Monday 20th August, 2018

Please note, we like to consider applications as they are received, so encourage you to get in touch with us soon.

We are seeking a professional, motivated and highly organised Office Administrator to complete our Wellington Business Services Team. This is a full-time position, where you will work collaboratively to provide administrative and personal support to senior members of the Wellington Team, including the Managing Principal, Business Services Manager, Partners and Consultants.

Your day will be spent on a diverse range of tasks, including client and team support, meeting coordination, diary management, project administration, and supporting our consultants with general administration. You will also be instrumental in the organisation of internal events, functions and presentations as well as the implementation of new business initiatives at an office level.

We are seeking candidates who have the following skills, attributes and experience:

- 3-5 years' plus experience in a similar or related role
- Advanced Office365 skills (most importantly Word and Excel)
- Are highly organised, proactive, reliable and able to manage and deliver multiple tasks in a timely fashion
- Consistently demonstrates a high level of accuracy and an excellent eye for detail
- Strong customer service skills and excellent written and verbal communication
- A collaborative working style, and the ability to relate to a diverse range of people
- Problem-solving skills to trouble shoot on-the-fly
- Are able to maintain high levels of professionalism and integrity (including confidentiality, judgement and discretion)
- A full and current drivers licence

We provide a challenging yet highly supportive and collaborative team environment. You will work with friendly, skilled and motivated people, based in our offices in central Wellington.

Boffa Miskell is a leading New Zealand professional services consultancy. We are employee-owned and have been in business for 45 years. We work in partnership with our clients to fully understand each project, explore its possibilities and provide creative solutions based on sound knowledge and experience. We bring together professionals with an integrated environmental view, the ability to think creatively and with leadership and collaboration skills to deliver award-winning projects.