

# RECEPTIONIST / 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](http://www.boffamiskell.co.nz)**

Email your CV to:

**[joinus@boffamiskell.co.nz](mailto:joinus@boffamiskell.co.nz)**

Closing date:

**Friday 22 March 2019**

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 Receptionist/Office Administrator to complete our Business Services Team in Wellington. This is a full-time position, where you will provide an exceptional welcome as the front face to our clients and consultants, and work collaboratively to provide high level administrative support and service to the team across all levels.

Your day will be spent on a diverse range of tasks, including managing reception, organising our meeting rooms and resources, assisting the Business Services Manager and the wider team. You may also be called upon to assist with the organisation of internal events, functions and presentations.

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

- At least two years' comparable experience in reception and office administration
- A positive can-do attitude with strong customer service skills
- Are highly organised, proactive and reliable
- Advanced Office365 skills (most importantly Word and Excel)
- Are able to manage and deliver multiple tasks in a timely fashion
- Consistently demonstrates a high level of accuracy and an excellent eye for detail
- Excellent written and verbal communication skills, and the ability to communicate effectively both in-person and over the phone
- A collaborative working style, and the ability to relate to a diverse range of people
- Problem-solving skills to trouble shoot on-the-fly
- 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 over 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.