

Bring your operations and management skills to lead our high performing Wellington office

We have an exciting opportunity for an enthusiastic people leader to join us and lead our Wellington Business Services team. Working closely with the Managing Principal, the role oversees the operational management of the Wellington office and provides support to our wider consulting team. Our office is centrally located to all the amenities of Wellington's vibrant city centre.

The Business Services Manager's role is varied with accountabilities that include local office management, office business planning/budgeting/monitoring and people leadership. Our Business Services Managers also are called upon to support the consistent application of company systems, policies and procedures within their offices. As such, to be successful in this role, the Business Services Managers need to be resilient yet adaptable and able to deliver across a number of business functions.


Boffa Miskell is a leading New Zealand professional services consultancy, that is focused on better outcomes for our environment. We are entirely employee-owned, with an increasingly diverse portfolio of clients and projects. We offer a supportive, flexible and collaborative working environment and value having an inclusive and diverse workplace. We offer ongoing opportunities for professional and personal development to ensure that our people can excel and grow.

Check out some of the projects and activities we're involved in by visiting our [website](#) or [LinkedIn page](#).

If this sounds like your next career move, we're looking forward to hearing from you.

 To talk with someone about the role please ring
Jude Fussell on +64 3 364 4200

 To apply, please email your CV to:
joinus@boffamiskell.co.nz

 Closing date:
Friday 16 October 2020

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

We're looking for someone with

A collaborative working style and the ability to relate to a diverse range of people

Results orientated with a strong client focus

Excellent interpersonal skills, including being an effective and confident communicator

Highly organised, and able to manage multiple tasks and deliverables

Resilient and able to persevere, who can work well under pressure

Can use problem-solving skills to trouble shoot on-the-fly

Agile, adaptable, resilient and flexible

High levels of professionalism and integrity (including confidentiality, judgement and discretion)

Recent experience of 3-5 years in a similar role covering a broad range of business functions

A related tertiary qualification in a business-related field (preferred but not essential)

A current and full Drivers Licence
