

Receptionist / Office Administrator

Christchurch Ōtautahi

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

We have an exciting opportunity for a friendly, professional and highly organised Receptionist / Office Administrator to join our Christchurch Team. Our modern Christchurch office overlooks the Ōtākaro/Avon River and is centrally located, close to all the amenities of the vibrant city centre.

As a Receptionist / Office Administrator you'll work collaboratively with the three other members of our Business Services Team to provide essential receptionist and administration support and services to our busy consultants and the wider team. You will take pride in ensuring that the reception and office space looks its best, while providing an exceptional welcome to our clients and visitors.


Your day will be spent on a diverse range of tasks, including managing reception, organising our meeting rooms and resources, ensuring the office remains organised and tidy, supporting our clients and team, co-ordinating meetings and events, and doing those all-important tasks that keep the office ticking over. You will also assist with the organisation of internal catering and events, document formatting, and booking travel. We are looking for someone with a positive attitude, who is willing to jump in and help where necessary.

Boffa Miskell is a leading New Zealand professional services consultancy, that is focused on better outcomes for our environment. We are entirely employee-owned and growing, 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 apply, please email your CV to:
joinus@boffamiskell.co.nz

 Closing date:
Tuesday 20 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

At least two years' comparable experience in reception or office administration

Are highly organised, proactive and reliable

Advanced Office365 skills (most importantly Word and Excel), and experience using InDesign (desirable, but not essential)

Ability to manage and deliver multiple tasks in a timely fashion

Strong customer services skills

Consistently demonstrates a high level of accuracy and has 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 get on with a diverse range of people

Problem-solving skills to troubleshoot on-the-fly

A full and current's drivers' licence (preferably with manual driving ability)
