

Administration / Accounts

We are a Albany/North Harbour based export business and have an interesting position available which encompasses a variety of duties and responsibilities. Working as a key member of our small office admin team you will work closely with production and sales managers as well as liaising with customers and suppliers.

Key Responsibilities:

- Order processing, invoicing, creditors/debtors, GST returns general ledger, sales reports etc.
- Word processing, correspondence etc.
- Data entry, database management, file management
- Export documentation - (training can be given)
- XL spreadsheets - creation and revision
- Operating procedures - creation and revision

Required Skills:

- Excellent written and clearly spoken English communication essential
- Strong Microsoft Office and MYOB (or similar) skills essential
- Fast accurate keyboard and data entry skills with a good aesthetic layout sense
- Sound knowledge of basic accounting

Desired Experience:

- At least 10 years experience in office administration in small/medium sized businesses including 5 years in a senior role
- Experience in inventory and database management an advantage

Personal Specification:

- Permanent NZ Resident
- Can Do attitude and high energy
- Maturity and a conscientious work ethic
- A commitment to accuracy
- Enjoy taking ownership of your responsibilities and pride in your work
- Start and/or finish time flexibility (on occasions)
- Common sense and the ability to use your initiative

If you have the required range of skills needed for this position, please send your CV and a covering letter telling us what you are looking for in your next role and why you think this position will suit you.

Please apply to:

Jan Powell j.powell@pizazzsystems.com

Assistant Production Team Leader

We are a growing export business based in Albany/North Harbour looking for a mature person to join our team in this fulltime role. Duties include performing and monitoring: receiving stock, quality control, light assembly of small components, packing, order processing and despatch.

Working as a key member of our small production team you will assist our team leader in all of the aspects involved in the daily operations and in the team leaders absence you will assume full responsibility for these tasks.

Key Responsibilities:

- Organising daily schedules for workroom staff
- Monitoring the performance of workroom staff particularly in regard to quality control
- Completing daily work record forms
- Performing any workroom and/or warehouse tasks

Required Skills:

- Excellent written and clearly spoken English communication
- Accuracy with figures
- Ability to lead/supervise a team
- Basic computer skills

Desired Experience:

- Employment in a similar position of responsibility demonstrating your ability in the following:
 - Organising, supervising/leading a team
 - Production experience
 - Stock control
 - Systems

Personal Specification:

- Permanent NZ Resident
- Can Do attitude and high energy
- Maturity and a conscientious work ethic
- A commitment to accuracy
- Enjoy taking ownership of your responsibilities and pride in your work
- Start and/or finish time flexibility (on occasions)
- Common sense and the ability to use your initiative
- Some lifting involved

If you have the experience and skills needed for this position, please send your CV and a covering letter telling us what you are looking for in your next role and why you think this position will suit you.

Please apply to:

Jan Powell j.powell@nzpsl.co.nz