



## **Office Administrator**

- **Are you an organised, efficient Administrator?**
- **Experienced with handling debtors and creditors?**
- **Provide excellent support to the Aotea Electric team!**

We are looking for a driven and organized person to join our Servicing Department in a Full Time Administration Role.

To be successful you will have:

- Impressive telephone manner and polished presentation
- Proficient computer skills with experience in Microsoft office programs
- Knowledge of debtors and creditors
- Accurate alpha and numeric data entry
- Excellent communication skills
- A strong work ethic with great team skills
- A high level of time and management skills with the ability to multi-task.

Hours of work at 8.30am to 5.00pm, Monday to Friday.

Applicants must be able to work school holidays.

This role is based in our Dunedin office and offers an outstanding opportunity for the right candidate.

If you have the right skills and personality to work within a fast-paced and driven company, then we want to hear from you today.

To apply for this position please submit your CV and details to:

**Aotea Electric Southern Ltd**

**PO Box 922**

**Dunedin 9054**

**Attn: Hayden Guise**

**Email: [dunedin.servicecoordinator@aoteaelectric.co.nz](mailto:dunedin.servicecoordinator@aoteaelectric.co.nz)**