



OFFICE MANAGER

Dunedin – Permanent Full Time Position

Aotea Electric Southern Ltd is part of the Aotea Electric Group of companies, a highly successful, well established electrical services company. We are looking for a driven and highly organised person with proven administration and people management experience to be part of our team based in Dunedin.

You will be responsible for managing the administration team controlling all facets of the division from managing the team's workflow, assisting with the monthly preparation of management accounts for several Aotea companies whose administration is supported out of Dunedin, payroll support, and staff training. You will be the go-to person for the management of Aotea Electric Southern and the other Aotea companies the administration team supports.

The successful candidate will offer the following:

- Strong office management and administration experience and understanding of accounts payable, accounts receivable, bank reconciliations, payroll and financial statement preparation.
- Excellent communication skills.
- The ability to get the best out of a team.
- A strong work ethic and a dedication to producing accurate and quality work.
- The ability to self-manage, self-motivate and be self-sufficient.
- The ability to effectively prioritise and execute tasks in a busy environment.
- A great team player. The ability to work closely with others in a collaborative environment.

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

If you have the right skill set 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 a covering letter to:

Financial Controller
Aotea Electric Southern Ltd
PO Box 922
Dunedin 9054

Or

Email: jason.walker@aoteaelectric.co.nz

Applications close 21 September 2020