

Office Administrator

Gore /Permanent Part-Time (25-30 hours a week)

Macdonald Perniskie are a people focused accounting practice committed to helping our clients grow and sustain stronger businesses.

Due to vacancy within our practice, we are currently looking to recruit an Office Administrator. This main function of the role is Company Administration, ACC Client Services & Monthly Invoicing but also provides administrative support in our Administration Hub. This role is suited for a person who is flexible and can adapt to multiple tasks.

Day to day you will be responsible for:

- Company Administration;
- ACC Client Services;
- Financial Statements Publishing;
- Monthly Invoicing
- General Office Administration & Reception Support.

What you will bring to our team:

- Experience in Invoicing, Companies Office & ACC Administration would be helpful but not necessary.
- Strong administration organisational skills and ability to manage multiple tasks.
- Be passionate about helping clients and staff.
- Have good communication with people and a high level of presentation.

Life at Macdonald Perniskie

Macdonald Perniskie offers a rewarding career with a range of benefits to support your life to enable you to thrive and grow professionally. We believe to be successful you must be driven, people focused and inspire the people around you. As well as a competitive remuneration package, we offer the following:

- Flexible working arrangements.
- Career and professional development opportunities
- Health insurance cover and access to discounted cover for your family.
- An invitation to join our local social club and enjoy organised events.
- An array of health and wellness benefits such as free flu vaccinations.

If interested, please apply for the role by submitting your CV to Judy Christie at judyc@mpltd.co.nz by Wednesday 17th July 2024.

All applications are strictly confidential.