

# WE ARE LOOKING FOR AN OFFICE ADMINISTRATOR TO JOIN OUR TEAM

**Plan for a great future and join a growing and innovative team.**

- **Excellent remuneration**
- **Flexible, family friendly workplace**
- **Professional development**

At Landpro our purpose is to help our clients make the most of their land. Over the past 12 years we have developed a great reputation for our solutions and customer focus and it's all down to our people - we employ and invest in the best.

With varied and interesting projects on the go we continue to grow and need to build our team to meet both current and future demand for both local and national projects.

**To help us do this, we are looking for an Office Administrator to join our award-winning team.**

This is a full-time role based in our Cromwell office. We are looking for someone who has excellent organisation and administrative skills and displays the following characteristics;

- Professional with high integrity and confidentiality
- Team player
- Methodical and very detail orientated
- Can do, willing and flexible attitude
- Thinks outside the square creating innovative solutions
- Ability to juggle a multitude of tasks at any one time
- Takes pride and an interest in your job

Your efficiency, exceptional attention to detail and calmness under pressure will be well received in this role. The role itself will be busy and varied, so your broad skill set, sound technical skills and multi-tasking ability will be well utilised. The right person will immerse themselves in understanding exactly how the business operates and will be always looking for ways to contribute to the positive growth of the company. Experience in payroll and accounts support will be advantageous as well as an interest in managing social media and website content for the Company.

We aim to provide a flexible, supportive and fun working environment, and encourage our team to participate in the lifestyle opportunities that Central Otago has to offer.

If you think that you are the right person for this role and would like to be part of a great team, please submit your CV and cover letter to [kristena@landpro.co.nz](mailto:kristena@landpro.co.nz) by Friday 13<sup>th</sup> September, 2019.



## LANDPRO

Make the most of your land

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