



**MEYERCRUDEN**  
CIVIL | STRUCTURAL | GEOTECH

### **Position Description - Office Manager**

25 hours, Monday to Friday – flexible with the ability to increase hours dependant on work volumes and when leave cover is required.

Pay range \$30.00 - \$32.50/hr, dependant on experience, plus 3% Kiwisaver.

### **About the business**

Meyer Cruden Engineering Limited is a structural, civil and geotechnical engineering design consultancy with locations in Cromwell and Wanaka delivering engineering expertise to the Central Otago, Southern Lakes and wider regions across New Zealand.

### **About the role**

You will be looking after the day-to-day operations of the company to ensure the business runs smoothly while providing support to company Directors and the engineering teams. You will be assisted by a part time Project Administrator. The role can be based out of our Cromwell or Wanaka offices with regular travel between the two required.

Your key responsibilities will include (without limitation):

- Daily interactions with clients
- Accounts – Payable / Receivable / GST
- Payroll – employee loading/management, leave, PAYE
- HR – Recruitment, induction, development & support, off-boarding, well-being initiatives
- Manage and assign workflow to the Project Administrator
- Provide Health and Safety management support to ensure documentation and systems are complied with and annual SiteWise accreditation is applied for
- Maintain systems (Clarinspect, WorkFlow Max, Xero, O365 file management)
- Business administration (insurances, facilities management, supplier relationships, purchasing, engaging contractors, annual scholarship programme, website, and social media accounts, etc.)
- Project administration and customer services

### **Benefits and perks**

- Ability to work school hours
- Annual healthy well-being allowance
- Annual health checks
- Telephone handset allowance
- Annual performance reviews
- Annual Christmas closedown period

### **Skills and experience**

Our ideal candidate will have experience working in a professional services office environment, be an experienced administration generalist with management skills who holds a strong customer focus. You will be comfortable with self-organisation, working as part of a team or autonomously, with the ability to prioritise.

Specific skills include:

- Excellent communication skills – both written and oral
- Proven experience as an office administrator or similar
- Familiarity with office management procedures and general accounting principles
- Sound and proven knowledge and understanding of employment legislation
- Proficient in Xero Accounting and Payroll
- Intermediate computer skills particularly in Word, Excel and Outlook abilities
- Attention to detail and ability to work comfortably with IT to develop solutions, identify and resolve issues
- Excellent organisational skills

**Nice to have:**

- Excellent working knowledge of O365
- Construction industry experience

If this sounds like you, please forward a covering letter, which outlines how your capabilities align with this position, and CV to: Katie Lindsay at [recruitment@mcengineering.co.nz](mailto:recruitment@mcengineering.co.nz)

For further information please visit our website [mcengineering.co.nz](http://mcengineering.co.nz)

Applications close 5pm, Sunday 15<sup>th</sup> May 2022.