

Part-time Receptionist

Eliot Sinclair & Partners Ltd is a surveying, engineering and planning consultancy based at Tower Junction in Christchurch. The company has been locally owned and operated since its establishment in 1932 and enjoys an excellent reputation for its high level of expertise.

We are a team of around 90 staff with a supportive, open-door, family-feel environment and enjoy excellent work conditions. Our staff come from a range of different cultures and enjoy a dynamic, harmonious, family-friendly work environment.

We encourage innovation, strive for success, take pride in our achievements and are passionate about what we do.

Vacancy

We are looking for an enthusiastic Receptionist to join our administration team on a part-time basis for 4.5 hours per day from Monday to Friday.

Being the first person to greet our clients, we are looking for a well presented and outgoing professional with excellent customer service skills. The ideal candidate will be an energetic, friendly and outgoing team player who will fit well into our company culture.

The role is varied but includes:

- Greeting clients and handling all incoming phone calls
- Creating new jobs and setting up new clients within our accounting software
- Database maintenance
- General administration support

Skills and Experience

- Proven experience in a reception or administration role
- Experience using MS Outlook and Word
- Strong attention to detail and accuracy
- Excellent communication and customer service skills
- Ability to work well under pressure
- Friendly and outgoing personality

All applicants must have a right to work in New Zealand.

To apply for this position, please contact:

Tereza Tutko
03 379 4014
tereza.tutko@eliotsinclair.co.nz
www.eliotsinclair.co.nz