



## **VACANCY - OFFICE ADMINISTRATOR & RECEPTIONIST**

As you may be aware from our previous Parua Bay School newsletter, Linzi, our wonderful Office Administrator, is moving on to join a new school and admin team. Linzi has been with us for over 8 years and will be greatly missed.

We need just the right person (or people) to fill this role.

### **Do you love working with people and have a background in administration?**

The successful candidate will be the first point of contact for all visitors and must be comfortable creating a welcoming first impression of the school and dealing with a variety of situations. This can be a fast-paced role - no two days are the same, so flexibility is important.

### **Skills**

Experience with and knowledge of Google docs, Google contacts, Word and Excel. Good computer skills are essential along with the ability to pick up new systems.

Experience with the HERO student manager system would be helpful, but is not essential.

Attention to detail plus the ability to implement and follow new systems when necessary.

Experience in a busy office environment, and ability to work independently to complete tasks.

A current First Aid certificate is required and can be arranged if needed.

## Personal Attributes

You must enjoy children and enjoy the school environment.

A multi-tasker with initiative and good communication skills, written and verbal.

Efficient, flexible and proactive; always looking for smarter ways to do things.

Flexibility to cover other duties and hours in the office if other staff are absent.

This is a permanent position, 8.00am - 3.30pm, Monday to Friday (term time only) and we would consider a job-sharing scenario for the right candidates.

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A copy of the Job Description is available from:

Lisa Currie  
Principal's Secretary  
[admin@paruabay.school.nz](mailto:admin@paruabay.school.nz)

Applications close at 3pm, Thursday 24th February. Please forward your covering letter and CV to [admin@paruabay.school.nz](mailto:admin@paruabay.school.nz)

Shortlisted candidates would need to be available for an interview on **Monday 28th February**.