Part Time Admin Support

This is not just any admin role.

We are looking for an admin superstar who can join us to keep our gears churning.

- Interesting and diverse role - no down time, your time will fly by!
- Vibrant workplace atmosphere
- We are a manufacturer and supply of Metal roofing

About the Role:

Based in Christchurch, we require a bright and motivated individual to join our team. The role entails, supporting the sales administrator with the call overflows, general administration – inputting data, processing product warranty requests, contract paperwork for supply and install of our metal roofing products.

To be successful in this role you will need to be/have:

- Must be presentable with intermediate PC literacy abilities
- Excellent communication and telephone manner, as you will answer calls as a contingency, to support our team members
- Proactive, as you will have a varied workload and requires someone who knows how to deal with multiple tasks
- Have initiative, and wellness to pitch in on a variety of tasks
- Accuracy and high attention to details is a must have
- Ability to work under pressure

Desired:

- Roofing background and/or understanding of the construction industry is preferred, but training can be provided to suitable candidates
- Knowledge of ERP applications would be a great help – NetSuite

About Us.

The Roofing Store is a growing player in the steel roofing market, we have branches throughout New Zealand and is a leader in supplying long run steel, metal tile, architectural and our own Kiwi Colour roofing products, cladding systems, rainwater products and all the accessories required.

Please send your CV & Cover Letter through to **careers@theroofingstore.co.nz** or call Natasha 021 0825 4731 if you have any questions. We look forward to hearing from you!

Unfortunately, we don't always have the time to respond to all applicants. Only candidates who match the required level of skills and experience with the rights to work in New Zealand will be contacted.

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