

Operations Support Officer

We are now seeking an experienced Operations Support Officer to support the team in Katikati!

- Provide support to the Business Manager in all tasks within a manufacturing environment.
- An accounting background is essential.
- Challenging and Rewarding Role.

The key responsibilities for this role are:

- Managing incoming/outgoing emails and calls, following up with customers
- Induction of factory staff
- Health & Safety Coordinator
- Preparing jobs for costings and scheduling
- Raising PO's
- Processing invoices for payment
- Following up customer PO's for invoicing
- Managing purchasing requests and queries from staff and customers
- Raising purchase orders and reconciling delivery dockets to invoices
- Arranging the dispatch of finished products
- Liaising with Head Office and subsidiaries within the group

Our ideal candidate will have the following skills/experience:

- Previous experience in operations support within a manufacturing and or heavy industry
- Previous experience in administration position with accounts processing experience
- Knowledge of ERP/ CRM systems
- Strong verbal and written communication skills
- Excellent customer service skills
- Good attention to detail
- A multitasker who enjoys a busy environment but can self-motivate on quiet days
- Restricted or full driver's license
- A positive personality and attitude!

The hours for this position are Monday to Friday 7:30am - 4:00pm. Pay rate depending on experience.

Pearce Tool and Manufacturing Ltd is a supplier for tooling and manufacturing solutions for pressed metal construction components for the New Zealand market. Our dedicated team of toolmakers and fabricators use the latest technology with conventional and proven knowledge to create reliable and durable solutions.

If the above duties and industry is what you have experience with, then please apply.
careers@thepearcegroup.co.nz