

An exciting opportunity has arisen for a highly organised **Marketing and Office Administrator** to join our Cromwell Team. In this role you will work alongside dynamic individuals across the Landpro Limited team and the wider business.

With a positive outlook on life, a sense of humour and friendly nature, you will enjoy working alongside the team across all levels of the business. Have excellent communication skills, both verbal and written and will possess common sense and initiative to make things happen.

The **Marketing and Office Administrator** will be responsible for processes and admin relating to marketing, fleet management, travel & accommodation, company event management, tender documentation and general office administration duties.

You will be a team player, have a strong work ethic, ability to multitask and be hands on when necessary.

Key Responsibilities:

- **Marketing** – support to maintaining the company website / social media, managing advertising as required
- **Event Management** – organising company events at business shows and staff events as required
- **Travel & Accommodation Bookings**
- **Fleet Management** – managing a small vehicle fleet
- **Monitoring the Landpro** information inbox
- **Tender Documentation** – supporting the team with coordination and preparation
- **General Office Admin** – answering phones, assisting with ad-hoc administrative tasks including ordering staff uniform, courier management.

About You:

- Have experience in marketing and office administrative duties
- Proactive at organisation and managing company events
- Proficient in Microsoft (Teams, Word and Excel)
- A willingness to upskill in the above areas
- A multitasker who can handle varied workloads and time constraints.
- Show initiative and be proactive
- A high level of coordination and attention to detail
- Excellent written and verbal communications
- Capable with IT and able to pick up new systems/software quickly
- Hold a valid NZ Drivers License

What we have on offer:

- Competitive salary on offer
- Great team
- Ongoing training and career progression
- Life Insurance scheme
- Medical contribution

If you think this sounds like a role you will thrive in, apply now!

If you have the passion, drive and commitment for this varied role then we would like to hear from you. Please note this is a permanent full-time role, based at our Head Office in Cromwell, Otago.

You must hold a valid New Zealand Resident Visa or be a NZ Citizen to apply.

APPLY NOW with your CV and cover letter applications close September 30th 2024