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Create your picture perfect role?

Office Administrator - Parnell

Feeling blue about your current role? Want to add some colour to an office administrator role with a difference? If you have what it takes to juggle the full palate of tasks in a varied support role, then what are hue waiting for? Our client is a recruitment company specialising in all things creative, based in the heart of Parnell. This is ideal for a top-notch administrator, keen to learn about the world of recruitment. You'll be based on reception, welcoming candidates and really making them feel at home. But wait, there's more...Your day will be varied, co-coordinating all aspects of the running of the office and supporting your colleagues. As a small team, attitude is vital along with your technical capabilities and willingness to 'muck in' and get the job done. To paint this picture you will have an eye for detail along with a good sense of humor. In return, you'll be part of a team who are passionate about what they do and a company who really knows how to look after their staff. Ready to make your mark?

Call Louise at salt on (09) 968 8477 or email louise@jobswithsalt.co.nz



THE VITAL INGREDIENT

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