

Project Support Administrator

- Professional Services firm with a fantastic culture
- Modern offices close to Newmarket and Auckland Domain
- Varied and challenging role within a high performing team

Are you an exceptional support person who enjoys a busy and demanding office environment? Looking for a new challenge? We would love to hear from you!

Are you an exceptional support person who enjoys a busy and demanding office environment? If you are a self starter and keen to join a high performing team in an exciting management consultancy, then this may be the opportunity for you.

Morrison Low is a leading consulting firm specialising in advising the public sector in New Zealand and Australia. We are looking for an outstanding Project Support Administrator to join our project and administration team based in our Newmarket, Auckland office.

You must have a strong focus on quality and a positive, flexible 'can do' attitude. Working closely with our consultants you must display initiative, maturity and the ability to manage multiple tasks, often within conflicting deadlines. You will be a motivated team player with the ability to take ownership of your work.

Our ideal candidate will have the following skills and experience:

- Proven project administration with excellent attention to detail, quality and accuracy (rigorous quality control including proof reading, grammar and formatting)
- Advanced proficiency in Word and Power Point (particularly in formatting lengthy documents)
- Advanced proficiency in Excel (including pivot tables and producing graphs for reports, graphics and design)
- Experience with Intranet and Website administration (particularly SharePoint)
- Advanced proficiency in the Adobe Suite
- Experience using Access or similar databases
- Experience with tenders, and applications such as MS Project
- Experience building organisational charts and diagrams using applications such as Visio
- Proficient with the administration of project financial processes (invoicing, expenses, reports)
- Outstanding communication skills and the ability to relate well with people at all levels (colleagues and clients)
- Strong organisation skills and ability to prioritise
- Flexibility to work within a small team environment and share other tasks (i.e. invoicing, kitchen duties, stationery supplies, travel bookings, etc).

We offer a professional, friendly, supportive team environment with a fantastic culture. We will provide the foundation to learn and expand the role according to your talents and provide opportunities for development. Our modern, open plan offices are conveniently located close to Newmarket and Auckland Domain.

Remuneration will be negotiated depending on skills, experience and qualifications.

Does this sound like the opportunity you are looking for? If so, please send your CV and application letter explaining why you are the best candidate for the position without delay to s.parkinson@morrisonlow.com (Ref: PSA1802).