



**Mangatawa Papamoa
Blocks Inc**

**WE ARE
HIRING!**

Front Office Receptionist

We have an exciting opportunity for an enthusiastic receptionist to join our team while our wonderful April goes on maternity leave. The position is full-time, working Monday - Friday 9am - 4pm daily and is a maternity leave cover until mid-October 2022.

About the role

- Providing a high level of customer service to internal and external clients
- Answering the phone and greeting customers
- Administrative support

Skills and experience

- Previous reception/customer service experience
- Ability to prioritize, and use initiative when required
- Ability to perform effectively under busy conditions and meet deadlines
- Demonstrate excellent organisational skills and attention to detail
- Excellent communication skills both written and verbal
- Great IT skills - Word, Excel Microsoft Office 365 & Teams
- Willingness to learn and a desire to gain new skills

**Please submit a copy of your CV and a cover letter to
officemanager@mangatawa.com by 4pm Friday,
4th February 2022**

*If you would like a copy of the Job Description please contact the
Office Manager: T +64 7 574 8365*

