

## **Operations & Services Administrator (Part-Time)**

### **About the Role:**

Reporting directly to the Group Manager, Operations and Services, this administration role provides support for managers and people leads across the Operations & Services Group. Tasks include reviewing reports, processing service requests, dealing with invoices and purchase orders, reporting on key performance indicators and meeting administration. Assistance is also provided to other Council departments from time to time.

The role is part-time at 20 hours per week, Monday to Friday.

### **About You:**

- We'd love to find someone with a solid understanding of engineering and operations terms and practices, and who can monitor various tasks and report results effectively.
- Experience with contract documentation, procedures, and administration is a big plus.
- You must be comfortable using computers and familiar with databases and Microsoft Office programs (like Word and Excel).
- You should feel confident writing and reviewing letters and simple reports that are clear, accurate, and easy to understand.
- Teamwork is key! We'd like you to work alongside our colleagues in the Operations & Services Group to help create a great team environment, and so strong interpersonal communication skills will help you succeed in this role.
- Being able to organise, prioritise, and manage multiple tasks efficiently is essential.
- If you're self-motivated and can work independently, you'll fit right in.

You must be eligible to work in NZ, and hold a current NZ Class 1 drivers licence (or equivalent).

Kawerau District Council has an active Drug and Alcohol Policy. Candidates will be required to undertake a pre-employment medical, drug & alcohol testing, and Ministry of Justice vetting.

The Position Description and Application Forms are available from our website:

<https://www.kaweraudc.govt.nz/about-council/careers/vacancies>

Email your Cover Letter, CV and Application Form to: [vacancy@kaweraudc.govt.nz](mailto:vacancy@kaweraudc.govt.nz)

Applications close 5pm on 22 August 2025.



M Godfery  
Chief Executive Officer

A rare opportunity to provide administrative assistance to the Operations & Services Team of the Kawerau District Council.

- A role providing support for busy People Leads and Managers, based at the Kawerau District Council office
- Enjoy great work/life balance with this part time role
- Work in a supportive team