



Reception / Administration Assistant

Orewa

Cato Bolam is a leading land development consultancy providing “start-to-end solutions” for land development, subdivision and land use projects. Our company goal is “Creating Great Places” and that is what we strive to achieve – for our clients, our communities and our environment.

We are a well-established consultancy with highly qualified staff, state of the art technologies and procedures, and a great reputation. We offer a friendly, flexible working environment at office locations that are easy to get to. The salary package is attractive and targeted at the experience and potential of the applicant.

The Opportunity

We have an exciting opportunity in our Orewa office for an administrative star to join our high performing team who are key in the delivery of a wide range of projects across Auckland.

About You

Ideally you would be locally based, motivated, a team player, have excellent communication skills, proficient with the Microsoft Office Suite (Word, Excel and Outlook) and be client focussed.

Knowledge and/or experience as follows is desirable:

- Meet and greet clients and visitors
- Field incoming phone calls
- Invoicing
- 2 – 3 years general office experience
- Can do attitude

If you possess all or most of the above skills and believe you have the qualities and experience that we seek to join our dynamic team ensuring delivery of high-quality surveying solutions and client engagement, then we would like to hear from you.

What we offer

A career at Cato Bolam gives the opportunity to be part of a team of professionals in a supportive work environment. We are committed to investing in our people and creating high performers. We provide personal development plan support and mentoring to help you grow and take the next step.

Manukau

15 Osterley Way
09 263 9020

Orewa

19 Tamariki Ave
09 427 0072

Henderson

89 Central Park Drive
09 837 0486

Whangarei

127 Bank Street
09 438 1684

Enjoy working a short walk from Orewa Beach and take a leisurely stroll at lunch time or join our team at the local gym. We have plenty of social activities, are proud of the company culture, our reputation and value each team members contribution.

If you are ready for your next venture and would like the opportunity to join our team, apply NOW by forwarding your application to:

Rhonda Kendall
Office Manager
jobs@catobolam.co.nz
09 427 0072

Closing Date: 13 November 2020

APPLICANTS Please note: If you are being presented by a recruitment agency you will not be considered, to be considered you will need to apply directly to Cato Bolam.

THIRD PARTY AGENCIES Please note that CATO BOLAM does not accept unsolicited resumes from recruiters or employment agencies. In the absence of a signed Recruitment Fee Agreement, CATO BOLAM will not consider or agree to payment of any referral compensation or recruiter fee. In the event a recruiter or agency submits a resume or candidate without a previously signed agreement, CATO BOLAM explicitly reserves the right to pursue and hire those candidate(s) without any financial obligation to the recruiter or agency. Any unsolicited resumes, including those submitted to hiring managers, are deemed to be the property of CATO BOLAM.

catobolam.co.nz

**Cato
Bolam** 
creating great places
PLANNERS | SURVEYORS | ENGINEERS
ARCHITECTS | ENVIRONMENTAL

