



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.

You will also have knowledge and experience with the following:

- Meet and greet clients and visitors
- Field incoming phone calls
- Data Entry / Database Maintenance
- Preparation of Estimates
- Collation/Formatting Reports
- Minimum 5+ years general office experience
- Can do attitude

If you possess all or most of the skills above and are keen to work supporting our team on a wide range of projects delivering innovative and sustainable design solutions, then we would like to hear from you.

If you possess all or most of the skills above or are a recent graduate who is motivated and keen to learn on a wide range of projects delivering innovative and sustainable design solutions, then we would like to hear from you

Receptionist / Administrator Manukau

Cato Bolam is a leading professional consultancy providing start-to-end solutions for housing, land development, subdivision and infrastructure projects. Our company purpose is "Creating Great Places" and that is what we strive to achieve – for our clients, our communities, and our environment.

The Opportunity

An exciting opportunity exists in our Manukau office for an all-round administrator to support the office Planning, Engineering, Surveying and Architectural teams.

About Us

Cato Bolam, established in 1972, is a multi-disciplined professional service business and our team of 90+ located across four offices in Auckland and Northland has a proud reputation for delivering high quality services and outcomes.

We offer a friendly, flexible working environment and a salary package that is attractive and targeted at the experience and potential of the applicant.

Make a difference.

Together we will design and deliver a better future.

We'll help you grow.

We will invest in your future together.

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

What we offer

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

We have plenty of social activities, are proud of the company culture, our reputation and value each team members contribution.

Location: Manukau

Hours: Preferred hours are 30-32 hours per week Monday to Friday with potential for expansion to 40 hours per week.

Benefits: Competitive Salary, subsidised employee health insurance, 50% paid gym membership and the opportunity to work with a great team.

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

Alannah Hatton
Finance Manager
alannahh@catobolam.co.nz

