

From the planner



Job Opportunity

Office Admin and Marketing Co-ordinator

Mt Hobson Group

Location – Parnell

Role: Ensure the smooth day-to-day operation of the business, helping with consent applications and working on digital marketing.

Reports to: Managing Director

Hours: Part time – 9am - 2.30pm

Permanent role (can be flexible as to school holidays)

Requirements: Office based, Full Drivers Licence.

Pay – \$41000 per annum.

Main Tasks and Responsibilities:

Office Management

Assist Managing Director

Accounts: Reconciling accounts receivable, chasing outstanding invoices, creating, and issuing quotes and invoices, time sheet management.

Marketing: Work on digital marketing (social media posts, email newsletters), create brochures and flyers, keep websites up to date, power point presentations.

Liquor Licensing: Manage and obtain liquor licences for clients, manage clients, follow up applications, provide advice, book public notices.

Personal attributes:

Practical and resourceful – what is the easiest and quickest way to solve this problem?

Excellent intuition

481 Parnell Road, Parnell | PO Box 37964, Parnell, Auckland 1151

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www.mhg.co.nz



Excellent written communication

Good with people from all walks of

Attention to detail.

If you are interested in exciting opportunity, please email your CV and cover letter to samprita@mhg.co.nz . Any required training can be provided.

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