

Gladfield Malt Ltd
721 Hororata-Dunsandel Road
RD2
Leeston 7682
Canterbury, New Zealand
+64 3 325 4447 (p)
+64 27 392 7543 (m)
gabi@gladfieldmalt.co.nz



GLADFIELD MALT OFFICE ADMINSTRATOR JOB OPPORTUNITY

Background:

Gladfield Malt is a progressive family owned company located in Dunsandel (40 min) south of Christchurch and 20 min south of Rolleston in the Selwyn District.

We are a craft malting company selling our products locally and as well as overseas.

We are seeking an Office Administrator.

COMPANY PROFILE:

- Established 2004
- 100% family-owned maltings
- Located in Canterbury, New Zealand

OUR VISION AND MISSION

“To be the trusted brand of choice, with happy customers who love our premium and accessible malt products.”

OUR PURPOSE

“To provide our customers with the very best quality, consistency and service”

Job title:

Office Administrator

Job description:

- Monitoring incoming orders and lodge into our system correctly and in a timely manner.
- Reply to orders with tracking details.
- Export Logistics support
- Entering and recording customer data and sales analysis.
- Providing support to the business manager, financial/inventory manager and sales manager where required and other important administration duties.

- Tracking delivery orders and liaise with logistics companies
- Customer support
- Answering the phone and taking messages when required
- Front desk duties when required
- Helping keep office and staff cafeteria building clean and tidy
- Pack small orders and send via courier daily
- Manage stock feed sales and Trade Me
- Update client database
- Achieve high client satisfaction levels by supporting sales and marketing manager and sales administrator
- Pass on leads for sales team to follow up
- In charge of day to day accounts – payables and receivables
- Debt collecting and managing overdue income accounts.
- Various office duties
- Order consumables and stocks
- Maintain and manage stock levels of all products in Gladfield Malt system
- Support other office staff in several duties, i.e. export logistics, front desk, marketing and events

Gladfield Malt will provide full training.

Applicant must have a valid work visa to work in New Zealand.

The successful applicant must have excellent communication, computer skills, literacy and know how to touch type.

Job hours: Monday to Friday - 8 am to 5 pm

Expected salary range: \$50,000 – \$55,000 (depending on experience and ability)

For more information we recommend applicants to look at our [website](#) and [social media](#) sites or give Doug and Gabi a call on 0274622580 / 0273927543/ 03 3254447