

# Project and Office Support - Auckland

- Professional Services firm with a fantastic culture
- Modern offices in Newmarket
- Varied and challenging role within a high performing team

Are you an exceptional support person who enjoys a busy and demanding office environment? Looking for a new challenge? We would love to hear from you!

## About Us / Ko wai mātou

Morrison Low is an Australasian management consulting firm. We have offices in Auckland, Wellington and Sydney. For over twenty years we have consulted to the public sector and achieved some exceptional results.

Our clients come to us for trusted advice on a wide range of issues and we are seen as sector experts in providing strategic infrastructure, service delivery and procurement advice. We are looking for an outstanding project support coordinator to join our project and administration team based in our Auckland office.

We are a values-driven business with a supportive team who thrive on delivering exceptional results across all facets of our clients' businesses.

Our people are flexible, hardworking and committed. We invest in our people. We take pride in the fact that we are a workplace that encourages growth, flexibility and creativity, as well as a company culture that champions inclusion, diversity and overall employee well-being.

You can find out more about us at [www.morrisonlow.com](http://www.morrisonlow.com).

## About you / Ko wai koe

Are you an exceptional support person who enjoys a busy and demanding office environment? If you are a self-starter and keen to join a high performing team in an exciting management consultancy, then this may be the opportunity for you.

You must have a strong focus on quality and a positive, flexible 'can do' attitude. Working closely with our consultants you must display initiative, maturity and the ability to manage multiple tasks, often within conflicting deadlines. You will be a motivated team player with the ability to take ownership of your work.

To be successful in this role, you must have the following skills and experience:

- Proven project coordinator/administration experience with excellent attention to detail, quality and accuracy (rigorous quality control including proof reading, grammar and formatting)
- Advanced proficiency in Word and Power Point (particularly in formatting lengthy documents)
- Advanced proficiency in Excel (including pivot tables and producing graphs for reports, graphics and design)
- Experience with Intranet and Website administration (particularly SharePoint)
- Advanced proficiency in the Adobe Suite
- Experience using Access or similar databases
- Experience with tenders, and applications such as MS Project
- Experience building organisational charts and diagrams using applications such as Visio
- Proficient with the administration of project financial processes (invoicing, expenses, reports)



- Outstanding communication skills and the ability to relate well with people at all levels (colleagues and clients)
- Strong organisation skills and ability to prioritise
- Flexibility to work within a small team environment and be prepared to take responsibility for other office administration tasks (i.e. invoicing, reception, kitchen duties, stationery supplies, travel bookings, event management etc).

We offer a professional, friendly, supportive team environment with a fantastic culture. We will provide the foundation to learn and expand the role according to your talents and provide opportunities for development. Our modern, open plan offices are conveniently located in the Wellington CBD.

Remuneration will be negotiated depending on skills, experience and qualifications.

### Applications close / Rā Katinga: 26th March 2021 at 5pm

If this sounds like the opportunity you have been waiting for, please apply by sending your CV and cover letter explaining why you are the best candidate for the position to the Practice Manager - [s.parkinson@morrisonlow.com](mailto:s.parkinson@morrisonlow.com) - (Ref: PSAAKLD2103).

No agencies please.