

Project Support Administrator

- Professional Services firm with a broad range of project document work
- Varied role where you can take ownership and make an impact
- We offer a great team environment and hybrid work options

Are you a self-starter who enjoys variety? Our busy Auckland office has a role available which is a combination of administration and project support.

Morrison Low is a leading consulting firm specialising in advising the public sector in New Zealand and Australia. We are looking for an outstanding Project Support Administrator to join our team based in our Newmarket, Auckland office.

At Morrison Low we pride ourselves on our relationships both external and internal so if you want to join a great workplace with strong values then this may be the opportunity for you.

About the Role

The role is varied, and you will have proven experience efficiently providing project and office support to a high standard. Generally, you will work closely with our consultants requiring the ability to manage multiple tasks, often within conflicting deadlines.

This role would suit someone who has office/PA experience and would consider themselves to have advanced knowledge of MS word and PowerPoint, is comfortable proofing and formatting documents/presentations and has a working knowledge of other software such as Excel, Visio, and Microsoft Project. In addition, some financial experience would be advantageous as the role involves invoicing, processing receipts etc. The role also includes general office support and supplies, travel bookings, kitchen duties, etc.

You will have a level of autonomy while being supported by our other offices in Wellington and Sydney.

There is opportunity to learn and expand the role according to your talents and as we are a small team, everyone pitches in so, some flexibility to share other tasks is required.

About You

You have initiative, maturity, and the ability to plan and organise your workflow, to help meet project deliverables. You love to take responsibility for the project admin and enjoy being an integral part of a team.

You have the skills and ability to make our work look sensational!

To be successful in the role you will have:

- Proven project administration with excellent attention to detail, quality, and accuracy
- Advanced proficiency in Word and Power Point (particularly in formatting lengthy documents)
- Proficiency in Excel, Adobe, Visio, and MS Project applications



- Intranet administration (SharePoint)
- Great time management and organisation skills
- Strong written communication and high-quality proofreading skills
- Outstanding communication skills and the ability to relate well with client and colleagues alike.

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

Employee Benefits

- Day off for your Birthday
- Carpark
- Wellbeing benefits such as an annual \$500 payment, free flu vaccination and EAP services
- Mobile phone, Laptop

Does this sound like the opportunity you are looking for? If so, please apply online and send your CV and application letter in confidence, detailing your skills and experience and why you would be the best candidate for the position.

No agencies please.