



JOB DESCRIPTION

Position	Office Assistant
Reports to	Business Manager
Direct reports	Nil
Date	July 2024

JOB PURPOSE

The Office Assistant is responsible for supporting the Business Manager, Administration Manager and Operations Manager with day-to-day office support.

The position holder will provide support to payroll and administrative functions, office maintenance, and will also assist the Operations Manager with diary, task and email management.

This position description, reporting structure and duties and responsibilities may be altered by the Company from time to time after consultation with the position holder where the changes are deemed substantial.

PRYDE CONTRACTING VALUES

It is expected that Pryde Contracting's values and behaviours are demonstrated at all times. These are:

PRIDE: This may be our company name but it's also an outcome that we strive to achieve: it means we choose integrity every time; we do the right thing for the job, for the client and for our company reputation.

PROFICIENCY: This value is about ensuring we have excellent staff with top notch skills and varied experience. Linking in with Pride and Integrity, it's about ensuring our people are appropriately trained and qualified for their job, and also reflects our dedication to offering training and support for team members who are keen to learn and grow in their field.

POSITIVITY: This is about our attitudes; we want to build a team of can-do people who are eager to support each other, muck in, and look for solutions during difficult situations. This means showing respect and kindness to every staff member and client.

WHAT THE POSITION INVOLVES

Payroll Support	<ul style="list-style-type: none">• Collecting, scanning and uploading employees' timesheets into company file system• Ensuring employees have filled out timesheets correctly• Data entry based on timesheet information
Administration Support	<ul style="list-style-type: none">• Collecting mail and uploading invoices to Xero• Scanning and uploading employee information into file system• Ensuring new employees have correct induction information• Assisting with fleet management (booking WOFs, services etc.)• Purchase Order reconciliation
Personal Assistant Support	<ul style="list-style-type: none">• Monitoring inbox of Operations Manager and ensuring emails are replied to and actions are implemented• Keeping on top of Operations Manager's to-do list and completing tasks such as making purchases, booking maintenance services etc.• Working with wider Pryde Contracting team (operators and mechanics) to support their needs, e.g. ordering equipment, printing H&S materials etc.• Taking minutes at H&S meetings• Maintaining a tidy and organised office

CANDIDATE REQUIREMENTS

The right candidate for this role will have:

- A strong work ethic
- An attention to detail
- A good understanding of Microsoft Outlook, Excel and Word
- Great organisational skills
- Good communication skills

The right candidate will also ideally have:

- Experience working in a business office environment
- Experience using Xero

This role is in Wairoa, with the majority of work taking place in the Pryde Contracting office and workshop.

HOURS

This role is paid an hourly wage, with 12 hours per week initially required (this may increase as role expands, depending on the candidate).

The working hours are flexible (to be agreed by candidate and employer), though 3-4 hours on a Monday morning is required to ensure timesheets are uploaded in time for payroll.