

Gourmet

P A P R I K A L T D

We're looking for you if you're a top administrator, logical in your approach to work, have an eagle eye for detail and ensuring it's accurate, eager to learn and you really are relentless proving your passion providing top notch service.

We are a small team supporting a large distribution centre based near the Auckland Airport. This is a busy and rewarding role (particularly in the summer) which will suit someone who enjoys pace and variety, is adaptable in the face of changing priorities, appreciates the need to understand and work within set processes and systems. With strong communication and relationship building skills, you'll be able to work productively across the organisation and build positive working relationships.

Our ideal candidates have the following:

- * High attention to detail
- * A well-developed ability to work to tight and challenging deadlines
- * Desire to work in a team environment
- * Able to work flexible hours
- * Previous experience with export software (Trade Window/Prodoc) and Customs will be advantageous

Send your application to : helen@nzg.co.nz
Gourmet Paprika Limited

Website
<https://nzgourmet.co.nz/>