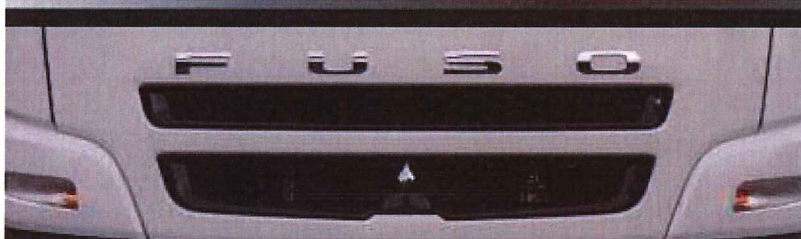


Operations & Sales Support



Have fun while you work, free BBQ's and Boot Camp.

Immaculate Office, Amazing People and Growing Brand.

FUSO New Zealand Ltd was appointed the distributor of FUSO trucks, buses and parts throughout New Zealand in 2017. We have relaunched the brand with a focus on Delivering Better - better value; better service and support; a better customer experience overall.

Now we are searching for NZ's best administrator to become the 'face and voice' behind FUSO New Zealand Ltd. Your professional and friendly personality will be important in this front of house role. Based at reception you will greet all visitors, answer the main line phone calls and undertake a variety of administrative duties such as preparing business documents, controlling mail and ordering stationary and consumables. You will be providing a high level of support to both the logistics and sales teams, becoming involved in vehicle arrival and distribution within New Zealand. Your helpful demeanour will see you building strong relationships with dealerships throughout the country.

You must be a team player, and have the ability to happily complete a variety of tasks that can be thrown at you at any given day.

Communication skills are essential (both written and verbal) and having experience in Excel is required. We are looking for a well presented and organised individual, who has an eye for detail, can contribute fresh ideas to the team and is happy to keep the presentation of the offices to a high standard. A qualification in business or administration is desirable.



To apply for this job go to:

**<http://keithandrews.recruitmenthub.co.nz/Vacancies/> & enter
ref code: 4079279. Applications close 13 April 2018**