

### Office Temps

Calling on Office and Admin Support professionals to join our pool of temporary and contract staff

Do you want to keep yourself busy in between jobs or study, and maybe get a foot in the door to a fantastic new opportunity?

Temping is a great way to get a taste of what is on offer across many organisations within the Wellington CBD.!

We are looking for candidates from entry level, graduates, return to workforce through to intermediate and senior roles across a range of disciplines including:-

- Data entry 8000kspH+;
- Customer service & Receptionists;
- Office Admin & Support;
- Human Resource Admin;
- PA & EA's;

Ideal applicants will:-

- Have the ability to multi task;
- Work well under pressure;
- Be systems and/or process orientated;
- Be a fast learner and a quick problem solver ;
- Have an eye for detail;
- Confident the keyboard; and use a variety of software packages. Minimum requirement MS Office package;
- Flexible with working hours;
- Could be available at short notice;
- Own transport could be an advantage but not essential;

We can offer flexibility and competitive hourly rates.

To be considered for temporary work, register your interest by emailing your cv in strict confidence, to [anne.smith@jobsmith.co.nz](mailto:anne.smith@jobsmith.co.nz) or phone **Andrew** directly on 021 287 2273 or 04 499 5119.

All applicants applying for this position should have a NZ residency or a valid NZ work visa