



Chartered Accountants

SUPPORT | EMPOWER | BALANCE

## Experienced Administrator and Client Support Role

Salary dependant on experience

We are looking for a full time person in our New Plymouth office to provide administration help to our accounting team and support our clients in their businesses

You will have...

- Administration experience at an advanced level
- A desire to learn
- Reliability and accuracy
- Excellent communication skills
- Motivation to provide outstanding service and support
- Confidence with computerised systems

We will support you with...

- Training and development opportunities
- Interesting and varied work
- A dynamic, modern and progressive working environment working with an excellent team

This is a full-time position, working from our New Plymouth office.

Applicants for this position should have NZ residency or a valid NZ work visa.

Please send your CV and letter of application to:  
[cushla@tandemgroup.co.nz](mailto:cushla@tandemgroup.co.nz).