

**Administrator**

Pumpn is an innovative local business with a reputation for great customer service and revolutionary products to fill the gaps in the Dairy system and pumping products markets.

They currently have an opportunity for an Administration superstar to join the team.

In this role you will take responsibility for:

* Front line and first point of contact customer service
* Processing accounts payable and receivable
* General administration including diary management and typing correspondence
* Supplier liaison and management of product

To own this position you will have strong customer service expertise, and be competent with Microsoft Office Word and Excel. You must also have sound accounting knowledge. Some agriculture industry knowledge would be an advantage. Each Friday you will be required to cover our Parts Person in the showroom, so there is plenty of variety.

This is a role for a keen individual, who has a ‘can-do’ attitude and a willingness to help out wherever is required. There is room for growth at Pumpn, so we are looking for someone with the same enthusiasm as the rest of the team.

If you think you have the skills, experience and attitude to add value to this role, apply now by emailing your CV and cover letter to [admin@pumpn.co.nz](mailto:admin@pumpn.co.nz).

Applications close Friday 28th February at 5:00pm.