

SENIOR ADMINISTRATOR - WOOL

Formed in 2001, The New Zealand Merino Company (NZM) is an integrated sales, marketing and innovation company that continues to transform both the wool and primary industry. NZM are trailblazers on a mission to build a talent pool of smart go-getters who thrive on bringing great ideas to life in a dynamic, high energy team to create value for our grower suppliers (farmers) and brand partners alike.

NZM are an award-winning New Zealand success story with a strong value proposition. Through innovation and their brand stories they have transformed New Zealand Merino into premium branded fiber and meat sought after by discerning customers globally.

We need a superstar!

We are seeking an energetic senior administrator to join our team, more specifically to:

- complete administration tasks associated with sales contract activities, including maintain batches, orders, and stock groups, invoicing, and finalising.
- provide sales management and contract administration for wool sales and purchases.
- create various grower contracts from set up through to processing acceptances, invoicing, and finalising.
- work with the Wool Administration Manager on administration tasks for wool auctions.
- data entry and general administration duties
- collaborate with team on process improvements – identifying through to implementing changes

Who are we looking for?

The ideal person will have a minimum of 5 years' experience in a senior administration role within a fast paced and dynamic environment. While not essential, wool knowledge or industry awareness would be strongly beneficial.

This role will suit someone who enjoys working with data, has proven computer skills and be naturally curious about systems and processes. This isn't your standard administration role, it is complex and would suit someone who can pick up new tasks quickly, has an eye for detail and enjoys a good challenge.

We are looking for someone with an 'x factor' who will be driven to grow within this role. Someone who is a self-starter, has a high level of initiative and is results driven. A sound communicator who will enjoy good banter and being part of a small but ambitious team.

Sounds like you, then apply now.

This is a great opportunity to make a contribution to a successful New Zealand business, that has ambitious goals, offers an amazing culture and puts their people first.

If this sounds like you, then apply now by hitting the 'apply now' button on Seek to submit your CV and cover letter.

<https://www.seek.co.nz/job/53791751>

Applications will close on Sunday 3 October unless an appointment is made earlier.