

Ruapehu District Council Environmental Services

ENVIRONMENTAL ASSISTANT



Following internal opportunities, Ruapehu District Council is now seeking a high quality administrator to support and further develop our Environmental services for the three water activities; water supply, waste water and storm water.

Based in the Taumarunui office this is a full time permanent position and requires excellent time management and interpersonal skills. Reporting to the Environmental Manager and working closely with Council's contractor Veolia Water Services, the role involves:

- Attending meetings, taking minutes, preparing presentations
- Report preparation
- Responding to customers, including organisations e.g. Health, Horizons, Plumbers.
- Updating Facebook and Council website
- Assisting with procurement and tender processes

We expect you to be technologically savvy, with a high level of literacy and great document formatting skills, a clear and confident communicator who looks for process improvement and efficiencies.

You will need to be highly organised and able to seek out and follow up on work in a proactive manner.

Most importantly, you'll need to be the right fit for the team and their values - bright, unflappable, great sense of humour, with a genuine desire to muck in and help out.

If you are able to demonstrate the ability to undertake these tasks and have the personal attributes we require, then we would love to hear from you.

Information including a job description is available on our website at www.ruapehudc.govt.nz or from: Jackie van Zijl, Human Resources Manager, Tel: (07) 895 8188, email: jackiem@ruapehudc.govt.nz

Applications close Thursday 31 August 2017