



Office/Contracts Administrator (Christchurch)

The Defense Contract Management Agency New Zealand (DCMA NZ) in Christchurch invites suitably qualified applicants to apply for the full time position of Office/Contracts Administrator.

This is a busy role which includes administrative tasks such as budgeting, purchasing and procurement tracking, reception, and various other office management duties as required.

To be successful in this role, the candidate will have at least three years of experience in contracting/administrative support, especially in budgeting or accounting. They must have completed two years of full time tertiary studies in the field of business administration management and/or accounts and general ledger experience. They are expected to be computer literate with a typing speed of at least 72 wpm and have strong knowledge of MS Office applications, including Excel and Access.

The candidate will also need to demonstrate sound administration skills with respect to thoroughness, accuracy, and an ability to prioritize numerous demands. Possessing excellent communication and interpersonal skills with the ability to develop and maintain professional relationships, coupled with a strong customer service focus, is also essential.

The starting salary for this position is \$60,582 per annum per annum (negotiable depending on experience), with some special benefits e.g. both U.S. and New Zealand Holidays - an approx. total of 20 days; and 8.7% contribution by the employer to an employee's retirement. *All employees of the US Government are required to complete full medical and security background checks. **You must also have a current work permit for New Zealand to be eligible to apply.***

If you meet all the eligibility criteria for this role, please complete and submit your application form, cover letter and CV by email to Wellington.HR@state.gov

For further information please forward correspondence to: Wellington.HR@state.gov

Applications close Thursday, 18 June 2015.

Note: *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the U.S. Government as a potential employer.*