



TEMPORARY GENERAL SERVICES ASSISTANT (Fixed Term)

Are you self motivated and able to demonstrate your ability to work unassisted? Do you meet your deadlines despite the odds? Are you familiar with general office administrative procedures including processing monthly accounts?

If you do, then we are interested in hearing from you!

The United States of America Consulate General in Auckland is seeking a full time temporary General Services Assistant for a fixed term period not to exceed 12 months, to cover a period of parental leave.

You will need to be proficient with the MS Office suite and demonstrate strong customer service, as you will be the coordinator and main point of contact for maintenance and services for the Auckland Consulate and a number of residential properties. You must be comfortable communicating and maintaining professional relationships with a cross-section of US Government officials and their families, landlords, and contractors.

To be considered you must have:

- successfully completed a minimum of three years of secondary school;
- a minimum of 1 years' work experience in office administration;
- a current NZ drivers license;
- eligibility to work in New Zealand for the fixed term period.

All employees of the US Government are required to complete full medical and security background checks.

A copy of the full job description and the "Application for Employment" (DS-174 form) are available at http://newzealand.usembassy.gov/job_opportunities.html .

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

Please address correspondence to: HR Assistant, Embassy of the U.S.A., P.O. Box 1190, Wellington 6140.

The starting salary for this position is NZ\$48,261 gross per annum.

Applications close at 5pm on Monday 23 April, 2012.