



## **General Services Assistant (Auckland)**

The United States Consulate General in Auckland invites suitably qualified applicants to apply for the full time position of General Services Assistant. This position serves as the sole General Services Assistant within the Management Section and works under the supervision of the Management Officer.

The incumbent is required to act as the coordinator for all maintenance and facility services for the Auckland Consulate and a number of residential properties. The role also includes basic administrative duties to include processing of monthly bills, purchasing and procurement tracking, processing of staff arrivals and departures, and various clerical duties as required.

To be successful in this role, the candidate will have at least one year of administrative experience, completed high school, and be computer literate with a strong knowledge of MS Office applications. The candidate must also hold a full New Zealand driver's license.

The successful 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 \$48,261 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.

*If you are not a New Zealand citizen or permanent resident, you **must have a current valid work permit** to be eligible to apply for this position. All employees of the U.S. 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](http://newzealand.usembassy.gov/job_opportunities.html)

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](mailto:Wellington.HR@state.gov)

**Applications close on Wednesday, 12 November 2014**

***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 US Government as a potential employer.*