



Office Manager - Operations & Administration

Location: Wigram, Christchurch

Employment Terms: Full Time position, Monday to Friday

Are you an experienced Office Manager with experience in running an Administration team? Have strong organisational skills, a proactive mindset, and a knack for keeping things running smoothly,

Do you thrive in a fast-paced environment where efficiency, problem-solving, and people skills are key? If so, we want to hear from you!

About the Role

This is a full-time position based in our Christchurch Head Office, working Monday to Friday.

As our Office Manager, you will:

- Oversee day-to-day office operations, ensuring processes run efficiently.
- Provide administrative support to senior management and team members.
- Coordinate and streamline office systems to improve productivity.
- Manage sale notes, client registrations, and general office documentation.
- Act as the first point of contact for clients, agents, and suppliers, handling inquiries and correspondence.
- Support financial and credit control tasks as needed, such as processing direct debits, following up on outstanding documents, or assisting with reconciliations.
- Work with banking partners and internal teams to ensure smooth transactions.
- Ensure office compliance with policies, procedures, and reporting requirements.
- Maintain office supplies, IT coordination, and general office upkeep.

What We're Looking For

- Proven experience as an Office Manager or in a similar administrative role.
- Banking or financial experience—comfortable reading and interpreting financial reports.
- Strong organisational and multitasking skills—you keep things moving efficiently.
- Excellent communication and relationship management skills.

- Proactive problem-solver—you find better ways to do things.
- Tech-savvy—comfortable using Microsoft Suite (Excel, Word, Outlook); experience with accounting or banking systems is a bonus.
- Ability to support finance and credit control teams when required.
- A strong team player who can balance autonomy with collaboration.
- Farming or livestock knowledge is beneficial but not essential.

Why Join Us?

- ✓ Full training is provided on our systems.
- ✓ A practical, results-driven workplace where your initiative is valued.
- ✓ Competitive salary and an opportunity to make a real impact.
- ✓ Access to Health Insurance Scheme and immediate Life Insurance cover.
- ✓ Be part of a team that prioritises efficiency, professionalism, and continuous improvement.

If you're organised, proactive, and thrive in a dynamic environment, apply now!

Employer questions

Your application will include the following questions:

- Which of the following statements best describes your right to work in New Zealand?
- How many years' experience do you have as an Office Operations Manager?
- What's your expected annual base salary?
- How much notice are you required to give your current employer?
- Are you willing to undergo a pre-employment medical check?
- Do you have a current New Zealand driver's licence?

To apply, send your CV and a cover letter outlining your experience to kathryn.gray@rll.co.nz with the subject line: Application - Office Manager

Thank you for your interest in joining our team! We appreciate the time and effort you put into your application, and we will keep your information on file for future opportunities.