

**Branch Administrator - Amberley**

* Amberley based
* Immediate start available
* Part time, permanent

Cochranes is a premier agricultural machinery dealership with five branches across Canterbury, North Otago and Marlborough. We have been celebrating over 70 years of family ownership, offering our customers quality brands along with the best sales, parts and service available.

**ABOUT THE BRANCH**

The Amberley branch is conveniently located near the centre of the township, just 30 minutes north of Christchurch. Cochranes Amberley has a strong customer base throughout the North Canterbury region and offers a wide range of machinery for sale and service. Our new showroom and workshop facilities offer modern amenities and the opportunity to work with a small but supportive team, providing administration assistance to the branch and the head office team in Leeston.

**Attributes required**

* Previous Admin experience essential
* Prepared to travel to Leeston for training
* Proficient in Microsoft Office & Accounting systems
* Strong written and verbal communication skills
* Fast learner and team player
* Background in heavy machinery, parts or machine servicing industry an advantage

**General duties will include**

* Phone and general reception
* Accounts Payable
* Process technician timesheets
* Service warranty
* Meeting minutes
* General administrative tasks

Apply today by sending your CV and a cover letter to:

Anita Milne, Administration Manager

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