



Office Administrator (Fixed Term – 12 Months Parental Leave Cover)

Rural Livestock Ltd | Christchurch Head Office

Rural Livestock Ltd is looking for an organised, capable and friendly Office Administrator to join our Christchurch Head Office team on a fixed term 12-month contract, covering parental leave. The hours are Monday to Friday 8.30am – 5.00pm.

This is a key support role within the business and would suit someone who enjoys variety, takes pride in keeping things running smoothly, and is confident dealing with people at all levels.

About the Role

Reporting to the Office Manager, you will provide administrative support across the business. You'll be the first point of contact for many clients and visitors and play an important role in supporting our stock agents and wider team.

Key Responsibilities

In this role you will be responsible for providing efficient administrative support across the business, including:

- Being the first point of contact for phone calls, visitors and general enquiries
- Providing professional support to clients, agents and the wider team
- Preparing correspondence and maintaining accurate office records and filing
- Processing livestock-related administration and account enquiries
- Assisting with general office duties such as ordering supplies and preparing tally sheets.
- Supporting the team as needed with coverage at saleyards, on-farm sales and other office roles
- Maintaining office presentation and assisting with day-to-day office upkeep
- Contributing to Rural Livestock's health and safety culture by reporting incidents and participating in training and hazard management

About You

To be successful in this role, you will bring:

- Strong organisation and time management skills
- High attention to detail and accuracy
- A professional and confident communication style
- A friendly and customer-focused approach
- The ability to manage competing priorities and work under pressure
- A positive attitude and willingness to help where needed

- The ability to work independently while contributing as part of a team

Previous administration experience is preferred.

What We Offer

- A supportive and down-to-earth team environment
- A busy and varied role where no two days are the same
- A great opportunity to work in the livestock industry
- A fixed term 12-month position (parental leave cover)

How to Apply

If you are interested in joining Rural Livestock Ltd and feel you have the skills and attitude to succeed in this role, we'd love to hear from you.

Please submit your CV and a brief cover letter outlining your suitability to kathryn.gray@rll.co.nz