



OFFICE MANAGER ROLE

We are looking for a friendly and capable admin superstar to join our team as a full-time office manager.

This is a critical role within the business, taking the lead on customer interactions, dealing with incoming enquiries, and supporting delivery of service and project work - from first contact through to invoicing and payment.

It is a busy and varied role requiring strong organisational and prioritisation skills, with a good mix of customer contact and independent working.

Davco delivers work across all sectors and all types of electrical, from residential to industrial, and with a mix of service and project work. Our office manager acts as a central hub for the team – involved in a little bit of everything and integral to the smooth running of the business.

Skills & experience

- Excellent communication skills (both verbal and written)
- Organised, with keen attention to detail
- Relationship management
- Excellent problem-solving skills
- An ability and desire to learn
- Proficient with technology
- Self-motivated
- Able to work both individually and as part of a team
- 3-5 years administration experience preferred

Tasks & responsibilities include

- Acting as first point of contact for all customers and incoming enquiries, ensuring a positive experience for them
- Creating and scheduling jobs using SimPRO job management software
- Administration and compliance support for the wider team
- Data entry & copy editing
- General office duties

Davco Electrical are a well-established business, based in Warkworth but with a huge variety of work in the greater Auckland region and beyond.

You will have the opportunity to work with a large, friendly and down-to-earth team, who enjoy getting the job done and then relaxing together at the end of the day/week.