



Office Administrator | Wellington

PDP is a New Zealand, employee-owned environmental consultancy with over 200 professionals nationwide. We provide engineering, scientific and planning services to a wide range of clients. You will be working in a business that prides itself on our people-focused culture, our fun workplace, and our creative thinking and sound advice.

We are looking for an Office Administrator to join us to take on all aspects of office administration – in this office you will be the ‘go to’ person to keep things running smoothly! This is a pivotal role within our administration team, and we are looking for a bright, enthusiastic and capable person who is keen to take on new responsibilities and challenges. Your sense of humour, strong organizational and people skills will ensure success in this role. We are open to having someone join us on 30 or 40 hours per week.

The Role

- General office management – stationery, kitchen supplies, handling couriers and visitors.
- Type, format and amend reports and other documents in line with PDP formatting standards.
- Organise travel, accommodation and rental cars for staff.
- Liaise with the building manager, maintenance and cleaning contractors.
- Support and provide logistics for internal meetings, functions and events including organising refreshments, catering and room setup.
- Assist with onboarding new starters (desk set up/creating induction agendas).
- Provide support to the accounts team in expense claims and invoice administration.

You will need

- Minimum 2 years’ experience in general administration (experience with a professional consultancy will be an advantage).
- Advanced knowledge of MS Office – Word, Excel, Power Point and Teams; typing ability of at least 60wpm. Experience with SharePoint online would be an advantage.
- Ability to quickly adapt to new technologies.
- Strong verbal and written communication skills, strong ability to relate to people at all levels.
- Superb organisational and time management skills.
- Inquisitive mind and lots of initiative.

About Us

PDP is a leading environmental and engineering consultancy offering solutions for environmental issues through our specialised range of services. Working on a wide variety of projects ranging from major infrastructure projects through to investigations on the natural environment, we aim to cover the entire range of environmental services required by our clients, in air, land and water.

We are a NZ, employee owned and operated company, with 35 years’ experience in providing environmental solutions throughout New Zealand, Australia and in the Pacific Islands. Our team of over 200 specialists are located in Auckland, Hamilton, Tauranga, Wellington, Christchurch and Invercargill.

PDP has a strong culture of work/life balance, focus on wellness and health and safety. We offer competitive remuneration and a great range of benefits including medical insurance and income protection. Along with a supportive team of dedicated professionals to work with, you will have the opportunity to advance your career in a growing company that provides itself on being the best in class.