



Recruitment Administrator (12 months Fixed Term) | Auckland

Join an established and highly respected environmental and engineering consultancy with a nationwide presence. We are experiencing an ongoing growth and are looking for another member of our HR Team. We invite you to be a part of fun and professional corporate team with opportunities to learn and grow. This role offers flexibility in hours, days of work and hybrid working.

The Recruitment Administrator is a brand-new role for our firm, and we are looking for someone with a can-do attitude to join our HR team to support us across all recruitment related activities and initiatives. You will have a fantastic opportunity to learn what makes a professional consultancy tick and how HR team can support the business on its growth path.

The Role

- Own candidate management and recruitment administration
- Work across graduate recruitment campaigns in multiple PDP locations
- Post advertisements on PDP website, Seek and other media
- Respond to a variety of recruitment related queries
- Support HR Coordinator and get involved in many HR related events such as career fairs, wellness week and training
- Work close with all PDP offices across NZ

You will need

- 1-3 years' experience in general or HR administration (recruitment administration experience will be an advantage)
- Hold a tertiary qualification in general business, HR or related discipline, or have relevant HR/ administrative work experience
- Strong verbal and written communication skills
- Superb organisational and time management skills
- Advanced knowledge of MS Office – Word, Excel, Power Point and Teams
- 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 over 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.