



PA / Marketing Support

An exciting opportunity has arisen to join our team in Auckland. This is a fantastic opening to showcase your skills and potential in a leading environmental management team.

Mitchell Daysh is a specialist environmental consultancy with a presence in every region nationally. We are a fast paced, high productivity, deadline-based business so we are looking for someone who thrives in this kind of environment and will enjoy the challenges of this busy role. We offer a supportive and collaborative working environment.

We are looking to employ a PA / Marketing Support person who has excellent secretarial and computer skills to step up and take ownership of this position.

You will have strong organisational skills and the ability to provide support at a high performing level ensuring our team are up to speed by providing ongoing administration and marketing support. The ability to operate with the highest level of professionalism at all times along with strong interpersonal skills, excellent attention to detail, time management and an energetic and pro-active approach are expected.

This dynamic role is multi-faceted, combining both administration and marketing support tasks.

Administration duties are all-encompassing, and include, but are not limited to: document management, word processing, formatting of reports, travel and accommodation bookings, assisting our finance team and general PA duties.

You will also take responsibility for the way we present written and visual material to our clients, manage our website, document templates and electronic media and ensure that what we produce across the company is consistent with projecting our culture of excellence.

This role will also see you successfully manage proposal writing across all of our offices to ensure that these are consistent and project our capabilities in the best possible light.

The successful applicant will need to deliver strong administration skills, excellent competency in MS Office, creative flair and an eye for detail. Excellent written and verbal communication skills is a must, along with proven business acumen.

To express an interest in this opportunity, send your resume and covering letter to Rebekah Jenkins on rebekah.jenkins@mitchelldaysh.co.nz or call for a confidential discussion on 021 470 098.