

KOKAKO LODGE

# We are Hiring!

## OFFICE MANAGER

We are looking for a person who would be the front line contact responsible for bookings, accounts, marketing and supporting the team in the day-to-day operation of our outdoor centre.



## Responsibilities

- Handling incoming booking inquiries and planning
- Liasing with client contacts for schools, community & corporate groups
- Accounts - creating quotes, invoices, & bond notices and paying bills and contractors
- Promotion, marketing and social media
- Web presence / Google reviews
- Providing guided tours of facilities
- Supporting the day-to-day running of the Lodge
- Attentive to emergency processes with clients onsite

## Preferred Skills

- Excellent communication skills
- Experience in customer service/people facing roles
- Proficient with Google Workplace
- Extensive experience with Xero
- Can design in Canva, promote on social media
- Being a team player – chipping in for odd jobs

**Send a CV & cover letter of experience to:**

[manager@kokakolodge.org.nz](mailto:manager@kokakolodge.org.nz)

Must be able to work in New Zealand

