



TIMBERLANDS

Temporary Docket Administrator

Timberlands Ltd is a Forestry Management Company based in Rotorua in the Central North Island.

Job Role:

We are looking for an outstanding administrator with high attention to detail, excellent communication skills and the ability to work as part of a busy team.

Key Accountabilities:

- Physical and electronic daily docket reconciliations
- Docket Book Administration
- Preparing boxes of docket books ready for use
- Receipting, reviewing and archiving returned docket books
- Filing returned dockets
- Any other duties as may be agreed from time to time.

Terms of Contract:

Duration: 12 months

Hours of work: 40 hours per week, Monday to Friday

If this sounds like an opportunity you would be interested in:

You can request a Job Description by emailing enquiries@tll.co.nz

To submit an application by the closing date, please supply a covering letter together with a copy of your CV (by email or post) to the address given below.

If required, application forms are available at the Processing Plant or on our website www.tll.co.nz

Monique Denny
Timberlands Limited
PO Box 1284
ROTORUA
enquiries@tll.co.nz
Phone: 07 343 1080

The **closing date** for applications is **Friday 28 March 2018**