

# Receptionist/Administration Assistant - Hamilton Zoo

Permanent - Part Time

Hamilton Zoo is one of the city's most popular tourist attractions, and our visitors are an important part of what we do.

We're currently recruiting for a Casual Visitor Assistant to join our team – and more than 600 animals! – at our tranquil 25-hectare site on the city's outskirts.

If you love people (and animals!) this is a great opportunity for you to work in our busy customer entry area and primarily be responsible for ensuring zoo visitors have the best experience possible.

We are looking for someone who has an understanding of excellent customer service. We're after someone who loves being part of a team, has experience in reception work or retail sales and cash handling. You'll have lots of energy and the ability to treat every visitor like your favourite person in the whole world and keep it up all day.

The successful candidate will have exceptional communication and collaboration skills, and be able to work seamlessly with others and support your team members. Ideally, you'll be available to start immediately.

An understanding and passion for conservation and a love of animals will be an advantage.

This is a part-time position, working 24 hours as rostered Monday to Sunday.

The recruiting range for this role starts at \$18 per hour, and could be negotiated for the right candidate.

Hamilton Zoo, owned and operated by the Hamilton City Council, is committed to being a high-performance organisation with people who think differently, act with integrity, make it happen and work together.

This is your chance to be part of an organisation that is committed to building a stronger economy and a more attractive city for families through the delivery of the Hamilton Plan.

If this role sounds like it's for you, we would love to hear from you. Make it happen and apply online today!

All candidates will be notified of the outcome on their application via email. Short-listed candidates will be required to complete an interview process, reference checks, pre-employment medical and drug assessments and Ministry of Justice or Police vetting check.

For further information refer to the position description available on our careers website at <https://hamilton.careercentre.net.nz/Job>

*Please note this role is being sourced directly and we are not accepting applications via external recruitment agencies.*

**Location:** Hamilton, New Zealand

**Closing Date:** Sunday, 19 November 2017