

# WE ARE HIRING!

Receptionist at Whakaatu Whanaunga Trust, Ōpōtiki  
Bay of Plenty, Full Time

**Are you friendly, organized, and passionate about customer service? Whakaatu Whanaunga Trust is looking for a Full-Time Receptionist to be the first point of contact for our clients and whānau in a welcoming and supportive environment.**

## **Key Responsibilities:**

- Greet and assist clients and whānau with excellent customer service.
- Handle phone calls, emails, and inquiries professionally.
- Support reception, admin tasks, and office management.
- Build strong relationships with clients, staff, and stakeholders.

## **What we're looking for:**

- Experience in reception/administration or ability to manage these tasks.
- Ability to work in a bicultural environment or willingness to learn.
- Basic computer skills, including office software and Canva for reports.
- Strong communication, integrity, and relationship-building skills.
- A friendly and approachable personality.

## **Apply Now!**

Send your CV and cover letter to [accounts.admin@wwt.org.nz](mailto:accounts.admin@wwt.org.nz) by **February 25th 2025**. The role starts on the **4th of March 2025**.

Whakaatu Whanaunga Trust is committed to diversity, inclusion, and being a voice for our community.

Ko mātou te reo mō ērā tangata te taea te kawē kōrero, ā wai hoki, ko mātou te whakatinanatanga o tō rātou reo.