

Graduate Women Manawatu Charitable Trust Inc.

MANAGER – ACADEMIC DRESS HIRE

Graduate Women Manawatu Charitable Trust Inc.

Refectory Road, Massey University, Palmerston North

Are you seeking a flexible management role with an opportunity to enhance and grow an established and well respected business?

Your superior management and customer service skills will be put to great use in this role which encompasses planning, client sales and service, personnel management, financial management and reporting, and inventory management.

As an experienced manager you will possess proven business management skills within a small or medium sized business, excellent communication and stakeholder management skills, the ability to deliver a quality service to clients, and proficiency in the use of Microsoft Office, and other e-commerce based applications.

Ideally, you will possess a tertiary qualification in business or equivalent, and may have previously worked in a tertiary institution.

This role is 30 hours per week (0.8FTE) with flexibility required to meet the peak demand periods throughout the year.

Academic Dress Hire is a business owned and operated by Graduate Women Manawatu Charitable Trust Inc. The business is located on Refectory Road, Massey University, Palmerston North, and provides academic dress hire for graduation ceremonies across the North Island.

Download the Job description and find more information on
<http://www.masseygowns.org.nz/Jobs.html>

Please apply by sending your CV with a covering letter to jobs@masseygowns.org.nz

Closing Date 17th March 2017

Applicants for this position should have NZ residency or a valid NZ work visa.

Postal Address:	PO Box 1713, Palmerston North New Zealand
Phone	[06] 350.4166
www:	www.masseygowns.org.nz
E-mail:	jobs@masseygowns.org.nz