



**Pinnacles Civil**  
Design | Build | Asset Management

**Business Support  
Job Description**

A construction site featuring a yellow Grove crane with 'POLLOCK GRANES' branding. A worker in a yellow shirt is on a concrete structure, and another worker in a green vest is visible in the foreground. The scene is overlaid with a dark semi-transparent layer and decorative geometric shapes in green and orange.

VISION

**GOOD PEOPLE  
ENGINEERING SOLUTIONS  
GROWING HEARTLAND  
COMMUNITIES**

# VALUES



## GET IT DONE

We don't over engineer, we find solutions to get the job done, sometimes this is tried and tested, sometimes this is new and novel. Either way, we focus on the long-term relationship with our customer and get things done.



## REAL PEOPLE

We muck in and take a family and a heartland approach to work. We have genuine, honest conversations. We work hard and enjoy the social side of life as well. We are real and we care about each other and the success of our community through our people.



## OWN IT

We give each other instant trust and the opportunity to take ownership and make decisions. There is a safety net but also the opportunity to learn and give things a go.





# O U R C U L T U R E

Our culture is like a successful heartland rugby club. An important part of the community, we are family orientated and full of salt of the earth people who at times can be a little rough around the edges but who are genuine, honest, hard working and have each other's backs. All the while though, striving together to achieve a common goal and develop our people. A rugby club that others want to be a part of but is also up front and strong enough to pull someone back into line or move them on when they are upsetting others through behaviours that don't align with with the rest of the group.

A "team first" approach to everything that we do where no-one acts as though they are better or above anyone else or any job that has to be done.....a "team first" approach where everyone puts what's good for team ahead of themselves.





## ROLE PURPOSE

**Location:** Hamilton Office  
**Reporting to:** General Manager Hamilton via Group Executive Assistant

This role is a mixture of Contract, Finance and HR Administration. You will be in a crucial assisting role to both the Hamilton General Manager and Group Executive Assistant. You will be privy to sensitive staff and client information, so trust and discretion is paramount. The role will ensure that administration and operations across the business run smoothly and efficiently meeting required deadlines.

## WHAT YOU'LL BE DOING

### General Administration:

- Completing general errands for the daily office running e.g. Supplies, Mail, Couriers
- Liaising with building owners on maintenance and repairs.
- Organise Staff and Client functions
- Travel booking and logistics for staff

### Contract Administration:

- Assist Project Managers with project administration tasks.
- Assist in the preparation of relevant contractual documents including proposals, agreements and variations.
- Preparation of project documents.
- Collaborate with the team to manage project tasks.
- Review incoming communications and project documentation and summarise documents.
- Implementing updates to the company website as required.
- Undertake tasks assigned in an efficient and timely manner.
- Calibration of site equipment.
- Improve company systems, procedures and guidelines.
- Attend training and develop relevant knowledge, techniques and skills.
- Monitor and enforce health and safety and quality policies.
- Assist Senior Projects team with tender submissions in terms of content and formatting.
- Assist all staff with documentation and formatting
- Assist Executive assistant with updating staff CV and professional attributes





# WHAT YOU'LL BE DOING

## HR Administration:

- Assist General Manager (GM) and Director with staff personal issues.
- Assist Executive Assistant on Individual Employment Agreements.
- Assist GM with Staff annual performance reviews and remuneration reviews.
- Assist with staff performance issues and performance development plans.

## Finance Administration:

- Assist in month end Debtor payment approvals
- Support finance team in GL coding and cost allocation
- Assist finance with monthly cost reporting and financial performance
- Assist Project Managers with Payment Claims and client invoicing
- Assist Debtors with Job number and reference information
- Review invoicing portal to ensure costs are charged to clients.

## Key Relationships:

- Project Managers
- General Manager
- Executive Assistant
- Financial Assistant

## Functional Relationships:

- Suppliers (Creditors)
- Customers (Debtors)
- Waitomo DC Customer Services Team
- Waikato DC Customer Services Team



# WHAT YOU'LL BRING

## Essential:

- 5-10 years' experience in a senior business support/administration role or similar
- Exposure to financial information and understand minor accounting functions
- Understanding of basic HR functions i.e. IEA's, PD and staff support.
- Competency in Microsoft software packages including Word, Excel, & PowerPoint, Teams; with the commitment to continually improve skills & efficiency with using these and similar software packages.
- Experience working assisting Senior teams and understand sensitive information.
- Exceptional written and verbal communication skills.
- Strong attention to detail and accuracy is a must
- Flexibility to handle various tasks, assist with other duties and adapt to changing priorities.

## Desirable:

- This role is within the civil engineering environment, any prior experience in this industry is advantageous but not a prerequisite. We will provide full training as required.
- 2+ years' experience working in contract administration

## Core Competencies:

- **Exceptional Communication Skills:** Demonstrated proficiency in both written and verbal communication, with advanced skills in Microsoft 365 applications.
- **Strategic Planning and Organisation:** Proven ability to plan, organise, and prioritise tasks effectively, ensuring timely delivery of work.
- **Independent and Collaborative Work Ethic:** Ability to work autonomously as well as collaboratively within a team environment.
- **Proactive Initiative:** Strong initiative to identify and address tasks independently, ensuring deadlines are consistently met.
- **Energetic and Positive Attitude:** High energy levels and a proactive, can-do attitude, complemented by a professional demeanour and a good sense of humour.
- **Professional Representation:** Consistently act in a manner that upholds and enhances the professional image of the company.
- **Confidentiality and Discretion:** Maintain the highest level of discretion and confidentiality in handling sensitive information

## Additional Competencies:

- **Financial Acumen:** Basic understanding of financial principles and the ability to manage budgets, invoices, and financial reports.
- **Customer Service Orientation:** Commitment to providing excellent customer service and maintaining positive client relationships.
- **Regulatory Compliance:** Knowledge of relevant industry regulations and standards, ensuring all activities comply with legal and regulatory requirements.
- **Continuous Improvement:** Commitment to continuous professional development and staying updated with industry trends and best practices.



WE LOOK FORWARD  
TO MEETING YOU



**Pinnacles Civil**  
Design | Build | Asset Management

