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Team Member

Job Location

New Zealand

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Base Salary

USD 2200 - USD 4200

Qualifications

No specific qualification required, but relevant experience will be advantageous

Employment Type

Full-time

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Hiring organization

Auckland Council

Date posted

December 29, 2024

Valid through

31.07.2025

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Description

Team Member Job in New Zealand – Auckland Council Careers

Auckland Council is seeking a dedicated **Team Member** to join their team in **Auckland, New Zealand**. This is an exciting opportunity to contribute to the local community and be part of a diverse and inclusive team within a leading local government organization. As a **Team Member**, you will play a key role in supporting various operations and ensuring the delivery of high-quality services to the people of Auckland.

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Job Details

- **Employer:** Auckland Council
 - **Position:** Team Member
 - **Location:** Auckland, New Zealand
 - **Job Type:** Full-time, Permanent
 - **Experience:** Previous experience in a similar role is desirable
 - **Qualification:** No specific qualification required, but relevant experience will be advantageous
 - **Salary:** Competitive salary based on experience
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About the Job

As a **Team Member** at Auckland Council, you will contribute to the smooth and efficient operation of services within the community. Your role will involve supporting various functions such as administration, customer service, and service delivery. Whether working with the public or behind the scenes, you will be part of a team that makes a positive impact on Auckland's residents and visitors.

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Key Responsibilities

- Assist with daily operational tasks and support team members in achieving objectives.
- Provide excellent customer service to the public and address inquiries in a friendly and professional manner.
- Assist in the setup and coordination of events, meetings, or programs.
- Contribute to the smooth running of the department by completing administrative tasks such as data entry, filing, and documentation.
- Ensure the timely and accurate delivery of services to the community.
- Participate in team meetings, contributing ideas and suggestions for improving processes.
- Maintain a high standard of safety and quality in all tasks performed.
- Collaborate effectively with other teams and departments to ensure the success of projects and initiatives.
- Support and maintain effective communication channels with both internal and external stakeholders.
- Assist with the implementation of new processes, technologies, and initiatives within the organization.

Requirements

- Previous experience in a customer-facing or operational support role is beneficial but not essential.
- Excellent communication and interpersonal skills.
- Ability to work effectively both independently and as part of a team.
- Strong organizational and time management skills, with the ability to manage multiple tasks.
- A positive attitude and a proactive approach to problem-solving.
- Good attention to detail and a focus on delivering quality work.
- Ability to adapt to a dynamic work environment and take on new challenges.
- A commitment to providing excellent service to Auckland's diverse community.

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Benefits

- Competitive salary and benefits package.
- A collaborative and supportive work environment.
- Opportunities for personal and professional development.
- Flexible working arrangements to support work-life balance.
- Access to a wide range of employee wellness programs.
- Access to career progression opportunities within the Auckland Council.
- A chance to make a positive impact on the local community.

How to Apply

To apply for the **Team Member** role at Auckland Council, visit the **Auckland Council Careers** website. Submit your application, including your resume and cover letter, outlining how your experience and skills make you a good fit for this position. Please ensure that your application demonstrates your passion for working with the community and your ability to contribute to a successful team environment.

Why Work for Auckland Council?

Auckland Council is a leader in local governance, dedicated to enhancing the lives of residents in Auckland. Working here means joining a forward-thinking organization that values inclusivity, innovation, and sustainability. We offer a supportive environment where your contributions are recognized, and your career can grow. Whether you're starting your career or looking to take the next step, Auckland Council offers the opportunity to make a meaningful impact in the community.

Join Auckland Council and be part of a team that strives to make Auckland a great place to live, work, and visit!

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