



LOOKING FOR A CHANGE?

Asset Management Network Ltd (AMN) is an Eastbourne based job management Company that deals with hundreds of building and auto glazing jobs every week around the whole of New Zealand. We are *not* your average call-centre but rather deal with a job from beginning to the end. We currently have the following vacancies:

JOB MANAGER and/or DATA ENTRY OPERATOR

Our Job Managers take calls from a variety of sources, allocate the jobs to the appropriate glazier and ensure maintenance of our strict high service levels. Our data entry role requires highly accurate entry of purchases in to our MYOB system. These roles are busy and full of variety. Our people must have most of the following skills:

- Good all-round office experience
- Intermediate MicroSoft Office Suite skills
- Great interpersonal skills, with positive attitude
- Resourceful and good at problem solving
- Good NZ geographical knowledge
- Clear phone manner and good diction
- Good written communication
- Must have own reliable transport
- Immediate start desirable (but not essential)

We require the successful job manager applicant for 5 shifts per week which will incorporate a mixture of days, nights and week-end shifts. There is some potential for flexible time for the data entry role.

Interested? Apply before 11th April 2007

Download an application form from www.amn.co.nz, and send in with a current CV to The Team leader Operations, P O Box 41-061, Eastbourne.