

Administration Officer



Cabernet Foods
Taupiri, Waikato
Full time
\$25 – \$28.50 per hour

About the Role:

Join the dynamic team at Cabernet Foods as a full-time Administration Officer based in Taupiri, Waikato as part of our Business Administration Support Team. Reporting to the Financial Controller, this is a varied and hands-on role supporting finance operations, warehouse administration, stock coordination and general office functions. In this key role, you will provide vital administrative support to ensure the smooth running of our busy operations.

What you will be doing:

- Process accounts payable and receivable
- Enter and maintain accurate data in ERP systems
- Process purchase orders and invoices
- Assist with reconciliations and finance administration
- Provide warehouse administrative support, including run schedules and dispatch coordination
- Monitor and order consumables and packaging stock
- General office administration, filing, and phone support

What we're looking for:

- NCEA Level 3 or equivalent
- Experience in a busy office environment
- Intermediate MS Word, Excel, and accounting software skills
- Strong attention to detail and communication skills
- Flexible team player able to meet deadlines
- Finance, bookkeeping, or accounts administration experience (preferred)
- Ability to work independently and as part of a team to meet deadlines and achieve results
- A positive, proactive and customer-focused approach

About us:

Cabernet Foods is a leading food manufacturer with a proud history spanning over 50 years. As a trusted brand, we're dedicated to producing high-quality, innovative products that delight our customers. We are a values-driven organisation that cares about our people, works hard, supports one another, and takes pride in delivering quality outcomes. Join our talented team and be part of our continued growth and success.

To apply, please send a copy of your CV to hr@cabernet.co.nz

