

Cabernet Foods Group | Part-Time | Permanent Carterton, Wairarapa Based

We're looking for a confident, detail-driven, practical and organised administrator to support our team across a mix of accounts, agricultural, and general business administration activities.

This role suits someone who enjoys working with detail, understanding how things connect across a business, and ensuring information is accurate and complete.

About The Role:

This is a steady, hands-on and routine-focused role where accuracy, consistency, and attention to detail are key.

You'll spend most of your time working at your workstation, with some involvement in gathering and validating information across the business. The role centres around fact checking, reconciling data, and ensuring financial and operational information aligns across the agricultural and processing supply chain.

You will be supporting both:

- Livestock processing activities, and
- Pastoral farming operations (sheep & beef)

Your day-to-day will include:

- Processing invoices and allocating costs correctly (GL coding)
- Checking, reconciling, and validating financial and operational data
- Supporting accounts administration related to livestock processing and farming activities
- Assisting with reporting across livestock and agricultural operations
- Communicating with internal teams to gather, verify, and follow up on information
- Data entry, filing, and maintaining accurate records
- General administrative support across the business

This role is less about constant change and more about ensuring the integrity and accuracy of information across multiple parts of the business.

Hours

- Monday, Wednesday, Friday
- 9:00am – 3:00pm
- Some flexibility available



What We're Looking For:

We're after someone who:

- Has solid experience in accounts administration or bookkeeping
- Understands GST, PAYE, and general taxation principles
- Has a good grasp of GL coding and invoice allocations
- Is highly organised and enjoys fact-checking, reconciling, and validating data
- Is confident using Excel and general business systems
- Is a strong communicator—approachable, but confident to follow things up when needed
- Has the initiative to work independently and manage their workload
- Brings a positive, team-focused attitude

Desirable:

- An understanding of, or exposure to, sheep and beef farming practices, or the wider agricultural sector.
- A team player who enjoys digging into the details, solving tricky problems, and bringing solid accounting awareness to the table.
- Someone who can confidently work across both processing and farming activities, ensuring information is accurate, complete, and aligned.

Why Join Us:

- At Cabernet Foods Group, we don't just do business—we live our values:
 - We care about our people and community
 - We deliver and take pride in our work
 - We are honest, practical, and straight-up
 - We support each other and work as a team
 - And yes... we like to have a bit of fun along the way

The Details:

- Part-time, permanent position
- Structured, routine-based role
- Opportunity to work across both agricultural and processing operations
- Variety, responsibility, and real impact

Apply Now:

- If you're an experienced admin/accounts professional who enjoys structure, detail, and being part of a supportive, hardworking team that gets things done, we'd love to hear from you.

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

