

뉴질랜드	KIWI STEEL (KS HOLDINGS LTD / The Roofing Store LTD)	https://kiwisteel.co.nz/
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기업정보

업종	Holding company operation	분야	Holding company operation
대표자명	Keunhong Lee	설립연도	1989
회사소개	Kiwi Steel is a leading supplier of steel products to the New Zealand and the Asia Pacific markets. We operate as an international trader, broker, processor, and merchant dealing with steel products. The company is fastpaced with a dynamic culture that encourages you to think on your feet and trust your instincts.		
사원수	100 +	매출액	34,000,000 NZD
소재국가	뉴질랜드	소재지역	오클랜드

채용정보

직종·구인수	IT Support (KS Holdings) - New Graduate (0명)
주요 업무내용	<p>Key Duties:</p> <p>IT Support help desk</p> <ul style="list-style-type: none"> • Manage the IT support email address and resolve all issues in a timely manner • Provide timely and efficient desktop support to all users • Ensure a high level of communication is engaged at all times • Track all progress with help desk jobs, and log actions taken • Be proactive with letting users know the status of their issue • Undertake all “newbies” and “leavers” requirements • Administering user account set ups • Escalate any issues that cannot be resolved efficiently to External provider or ICT Manager <p>Hardware Management</p> <ul style="list-style-type: none"> • Build and configure existing and new desktop computers and servers • Manage the groups mobile phones, laptops and tablets • Maintain the IPFX phone system to ensure is operating effectively at all times <p>Software Management</p> <ul style="list-style-type: none"> • Installing software • Customising NetSuite • Maintaining IT security systems including mail and web marshal • Maintain server active directory and user access levels <p>Server and Network Maintenance</p> <ul style="list-style-type: none"> • Liaise with external provider to ensure server capacity is well managed • Assist and perform regular server maintenance <p>Website development and Management</p> <ul style="list-style-type: none"> • Website development and support as required • Manage the companies domain registry and website traffic including the use of Google analytics where required <p>[Essential Skills]</p> <ul style="list-style-type: none"> • Mechanical abilities - use their mechanical skills to install, diagnose, repair and replace hardware, computer accessories and office equipment • Customer service - provide assistance and training to the KS Holdings Group • Troubleshoot software issues - to isolate technical issues and determine the cause • Written and verbal communication skills - to relay complicated information about computer software in a way that's easy for others to understand • Computer skills - work with computer programs daily, which requires excellent computer hardware and software skills • New graduate/ or a degree qualified person of some sorts - but not essential, as training will be provided

경 력	N/A	채용형태	정규직
언 어	영어 - 상 (Proficiency) able to communicate effectively in any situation without any difficulty		
성 별	무관	비 자	Enrolled as accredited company (able to help)
학 력	N/A	연 령	N/A
근 무 지	오클랜드	근무시간	Full Time 주에 최소 30-40 시간
제출서류	Resume & Cover Letter (English)		
연 봉	\$45K (경력에 따라 추후 협의 가능)		
복 지	보 험	뉴질랜드 ACC 보험	
	휴 가	뉴질랜드 고용법에 따름	
	숙 식	없음	항공임 없음
기타사항	<p>Key Objectives:</p> <ol style="list-style-type: none"> 1. Provide and manage the efficient IT support to Group users and troubleshoot and assist with all IT related issues 2. Effectively manage the groups ICT related hardware and equipment requirements 3. Assist with the management of the server and network maintenance 4. Support with software installation requirements 5. Assist with Website Development as required <p>※뉴질랜드 비자지원시 결격사유가 없어야 함(신원조회), ※가족동반 가능, 단 비용은 본인 부담, 개인비자상태에 따라 상이 ※ 본 공고와 관련한 추후 면접진행 및 채용과정, 당사자 간 합의 및 계약 사항에 대해서는 KOTRA가 책임지지 않음을 알려드리오니 착오 없으시기 바랍니다.</p>		

채용정보

직종·구인수	Sales Representative (The Roofing Store) - (0명)
주요 업무내용	<p>Key Objectives:</p> <ol style="list-style-type: none"> 1. To achieve branch sales budget 2. To successfully develop and maintain productive relationships with all customers 3. Identify and secure new business 4. To provide technical assistance and advice to customers 5. Successfully and effectively promote the services and products <p>Key Duties:</p> <p>Sales</p> <ul style="list-style-type: none"> • Identify business opportunities with clients within the industry • Evaluate develop and execute targeted initiatives to encourage impressive sales growth • Acquiring new customers • Enhancing relationships with existing customers <p>Marketing</p> <ul style="list-style-type: none"> • Successfully and effectively promote the company's services and products to new and current customers • Monitoring customers' changing needs and competitor activity and reporting on these developments to management <p>Generating new leads</p> <ul style="list-style-type: none"> • Identify, develop and secure new business opportunities and customers • Attend and participate in industry trade shows/exhibitions held throughout the year (including some weekends) • Build technical database

	Technical sales <ul style="list-style-type: none"> • Provide technical assistance and advice to customers, internal sales and production department • Technical liaison with the team to achieve and maintain full client satisfaction from specification to installation Sales Admin <ul style="list-style-type: none"> • Quoting, pricing, and negotiating with customers and business opportunities • Preparing sales reports and maintaining and submitting records of business expenses incurred 		
경 력	Experience in sales	채용형태	정규직
성 별	N/A	학 력	N/A
언 어	영어 - 상 (Proficiency) able to communicate effectively in any situation without any difficulty	비 자	Enrolled as accredited company (able to help)
근 무 지	오클랜드	근무시간	Full Time 최소 30-40 시간
제출서류	Resume & Cover Letter (English)		
연 봉	\$65K to \$70K (경력에 따라 추후 협의 가능)		
복 지	보 험	뉴질랜드 ACC 보험	
	휴 가	뉴질랜드 고용법에 따름	
	숙 식	없음	항공임 없음
기타사항	All the other duties as required: - All other duties as required Achieve - set KPIs ※뉴질랜드 비자지원시 결격사유가 없어야 함(신원조회), ※가족동반 가능, 단 비용은 본인 부담, 개인비자상태에 따라 상이 ※ 본 공고와 관련한 추후 면접진행 및 채용과정, 당사자 간 합의 및 계약 사항에 대해서는 KOTRA가 책임지지 않음을 알려드리오니 착오 없으시기 바랍니다.		

채용정보

직종·구인수

Sales Service Administrator (The Roofing Store) - (0명)

Key Objectives

1. Effectively achieve and exceed the company's sales targets by developing and maintaining productive and successful relationships with customers and businesses
2. Successfully and effectively promote the company's roofing services and products including the KiwiColour brand
3. Proactively maintain positive relationships with all customers
4. Co-ordinate, liaise and arrange all requirements to ensure excellent service is provided at all times
5. Provide required internal sales admin and support to Manukau Roofing staff

<p style="text-align: center;">주요 업무내용</p>	<p>Key Duties Relationship Management:</p> <ul style="list-style-type: none"> • Proactively maintain positive relationships with all customers • Keeping good lines of communication between yourself and others' • Developing and maintaining the customer database <p>Support for sales reps:</p> <ul style="list-style-type: none"> • Offer efficient internal support to the external sales team <p>Customer service:</p> <ul style="list-style-type: none"> • Assisting with counter sales/showroom customer service • Co-ordinate, liaise and arrange all requirements to ensure excellent service is provided at all times • Providing quotes to customers where requested within 1-2 hours of receipt of enquiry <p>Sales:</p> <ul style="list-style-type: none"> • Effectively achieve and exceed the company's Sales targets by developing and maintaining productive and successful relationships with customers and businesses • Receive all orders via fax, email and/or in person – check all details of the order and correspond with customers to clarify any details • Once all clarified process all orders accurately efficiently and get paperwork ready same day. • Follow up approvals to not delay orders • Creating sales contracts, LPO's and completions • Processing Customer Orders (via email, fax, phone and in person) • Invoicing <p>Administrative Duties:</p> <ul style="list-style-type: none"> • Processing IO credits • Ensure invoicing is completed to meet end of month • Filing needs to be where everyone can locate paperwork/enquiries and it is organized at end of month to keep up to date • Processing internal orders 			
<p>경 력</p>	<p>N/A</p>	<p>채용형태</p>	<p>정규직</p>	
<p>성 별</p>	<p>N/A</p>	<p>학 력</p>	<p>N/A</p>	
<p>언 어</p>	<p>영어 - 상 (Proficiency) able to communicate effectively in any situation without any difficulty</p>	<p>비 자</p>	<p>Enrolled as accredited company (able to help)</p>	
<p>근 무 지</p>	<p>오클랜드</p>	<p>근무시간</p>	<p>Full Time 주에 최소 30-40 시간</p>	
<p>제출서류</p>	<p>Resume & Cover Letter (English)</p>			
<p>연 봉</p>	<p>\$55K (경력에 따라 추후 협의 가능)</p>			
<p>복 지</p>	<p>보 험</p>	<p>뉴질랜드 ACC 보험</p>		
	<p>휴 가</p>	<p>뉴질랜드 고용법에 따름</p>		
	<p>숙 식</p>	<p>N/A</p>	<p>항공임</p>	<p>N/A</p>
<p>기타사항</p>	<p>All other duties as required:</p> <ul style="list-style-type: none"> • Housekeeping – ensure working area is tidy at all times for professional look and showroom • Support Branch Manager with all other requirements • Back up tech sales admin • Backup service admin • Backup dispatch • Prefer good attention to detail, passion for numbers <p>※뉴질랜드 비자지원시 결격사유가 없어야 함(신원조회), ※가족동반 가능, 단 비용은 본인 부담, 개인비자상태에 따라 상이 ※ 본 공고와 관련한 채용과정은 당사자 간 합의 및 계약 사항에 대해서는 KOTRA가 책임지지 않음을 알려드리오니 착오 없으시기 바랍니다.</p>			

채용정보

직종·구인수	Payroll Part Time (KS Holdings) - New Graduate (0명)		
주요 업무내용	<p>Key Objectives</p> <ol style="list-style-type: none"> 1. Payroll advising, guidance and monitoring of attendance etc for group. 2. Responsible for the group's payroll requirements 3. Group benefit administration <p>Key Duties</p> <p>Payroll Processing:</p> <ul style="list-style-type: none"> • Ensuring all payroll transactions are processed efficiently on Zambion. • Collecting, calculating, and entering data in order to maintain and update payroll information. • Resolving payroll discrepancies • Maintaining payroll operations by following policies and procedures • Understanding legal obligations • Constantly reviewing payroll process <p>Reporting:</p> <ul style="list-style-type: none"> • IR345/IR348 (PAYE) • Holiday pay reports • Cost analysis reports (weekly and monthly, where required) • Quarterly outstanding leave reports • Quarterly personal summaries • Attendance reports as required. • Month end reports to Finance Manager (Increases/Overtime/Newbies/Leavers/Headcount) • Monthly notes report to GM • Quarterly Turnover report • Payroll reporting as required <p>Payroll Administration / Support:</p> <ul style="list-style-type: none"> • Providing knowledgeable advice to staff and management • Attending to all staff queries • Payroll letters • Liaising with ACC, IRD and WINZ etc • Entering new staff members into payroll system • Updating system with changes • Entering staff members into all systems, status reports etc. • Database reports/stats: Average age, Birthdays, Anniversaries, EEO, Turnover etc. • Filing and tidy record keeping 		
채용형태	Part-time		
언어	영어 - 상 (Proficiency) able to communicate effectively in any situation without any difficulty	비자	Enrolled as accredited company (able to help)
성별	무관	경력	At least one payroll experience
학력	무관	연령	무관
근무지	오클랜드	근무시간	협상 후 결정
제출서류	Resume & Cover Letter (English)		
연봉	\$45K (경력에 따라 추후 협의 가능)		
복지	보험	뉴질랜드 ACC 보험	
	휴가	연간 휴일 2주	
	숙식	없음	항공임

기타사항

- **At least one payroll experience and a passion for numbers**
- **Serious attention to detail**
- **Able to apply legislation**

※뉴질랜드 비자지원시 결격사유가 없어야 함(신원조회),

※가족동반 가능, 단 비용은 본인 부담, 개인비자상태에 따라 상이

※ 본 공고와 관련한 채용과정은 당사자 간 합의 및 계약 사항에 대해서는 KOTRA가 책임지지 않음을 알려드리오니 착오 없으시기 바랍니다.