



Dairy for life

<https://jobsareahub.com/job/office-staff-jobs-in-new-zealand-fonterra-careers/>

Office Staff

Job Location

New Zealand

Remote work from: GE; USA; AU; NZ; DK; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; QA; MA; SA; MX; AE; CA; GT; DO

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Base Salary

USD 2,200 - USD 3,200

Qualifications

Hiring organization

Fonterra

Date posted

February 6, 2025

Valid through

31.08.2025

APPLY NOW

High School Diploma, Bachelor's Degree Preferred

Employment Type

Full-time

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Description

Office Staff Jobs in New Zealand – Fonterra Careers

Are you looking for **office staff jobs in New Zealand** with **free visa sponsorship**? Fonterra, a leading multinational dairy company, is hiring **office staff** for various positions. If you're searching for **work visa jobs, jobs hiring near me**, or **part-time jobs**, this opportunity is perfect for you.

Fonterra Office Staff Jobs in New Zealand

Company: Fonterra

Position: Office Staff

Location: Multiple Locations in New Zealand

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Fonterra Careers – Apply Online

Details	Information
Selection Process	Online Application, Interview
Qualification	High School Diploma, Bachelor's Degree Preferred
Skills	Communication, Data Entry, Microsoft Office
Eligibility Criteria	Minimum Age: 18 years
Salary	NZD 22-30 per hour
Experience	Freshers & Experienced Candidates Can Apply
Apply Method	Online Application
Application Medium	Official Fonterra Careers Website
Last Date to Apply	As soon as possible
Working Hours	Monday to Friday, 9:00 AM – 5:00 PM

Job Description

Fonterra is hiring **office staff** to support daily administrative and operational tasks. This role is ideal for those looking for **visa sponsorship jobs, work from home jobs, or part-time jobs near me**. You will handle office management, assist in documentation, and ensure smooth business operations.

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Responsibilities

- Manage office files and documentation.
- Answer phone calls and emails professionally.
- Assist in scheduling meetings and appointments.
- Maintain office supplies and inventory.

- Support different departments with administrative tasks.
- Data entry and basic report generation.
- Ensure smooth day-to-day office operations.

Skills

- Good communication and interpersonal skills.
- Basic computer knowledge (Microsoft Office, Emails, Data Entry).
- Organizational and time management skills.
- Ability to multitask in a fast-paced environment.

Qualifications

- High school diploma or equivalent.
- Bachelor's degree preferred but not mandatory.
- No prior experience required; training provided.

Experience

- Both freshers and experienced candidates can apply.

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If you're looking for **jobs hiring near me** with **free visa sponsorship**, this is your chance to join Fonterra as an **office staff member** in New Zealand. Apply now and start a rewarding career!

Important Links Find the Link in [Apply Now](#)

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