



Decipher Group Limited – Administration Assistant

Position Description and Additional Information

13 January 2026

Part-Time Administration Assistant (*ideally three days per week*)

- Be the backbone of a values-led, close-knit recruitment business
- Meaningful part-time work where your contribution truly matters
- Join a successful, experienced team that genuinely cares

Part-time, ideally three days per week (Tuesdays, Thursdays & Fridays) to a maximum of 15 hrs/week.

About Decipher Group

Decipher Group is a values-led recruitment consultancy where *Recruitment with Heart* is at the centre of everything we do. Since 2008, we have partnered with organisations across New Zealand and internationally to connect outstanding talent with businesses where they can truly thrive. For us, recruitment is about more than filling roles – it's about building genuine relationships, acting with integrity, and enabling long-term success for our clients and candidates.

With a recent refinement to our operating model, we are looking to welcome a capable and experienced Administration Assistant to our team.

About the opportunity

This role is well suited to someone who enjoys being the backbone of a business, can hit the ground running, and takes genuine pride in supporting others. We are looking for a proactive, capable administrator who will complement our established team and contribute positively to our culture.

Reporting to the Business Operations Manager, you will provide high-quality general administrative support to our recruitment consultants and the wider business. You will also provide cover for the Business Operations Manager as required, ensuring continuity and smooth day-to-day operations.

Key responsibilities

- General office and business administration
- Administrative support to recruitment consultants
- Managing databases, documentation, and records
- Assisting with scheduling, correspondence, and reporting
- Supporting internal processes, systems, and compliance
- Providing cover for the Business Operations Manager when required

About you

We are seeking someone who:

- Has solid administration experience and can work confidently with minimal supervision
- Values collaboration and enjoys being part of a close, supportive workplace
- Is organised, detail-focused, and reliable
- Takes a proactive approach and anticipates what needs to be done
- Proficient with Microsoft Office and general office systems, including social platforms

- Is comfortable supporting a busy professional team
- Brings experience and maturity

Experience in recruitment or professional services is an advantage but not essential.

Our Values

We are passionate about how we work and who we work with. Our values guide everything we do:

- Relentless teamwork
- Exceptional outcomes through partnerships
- Do the right thing
- We deeply care – recruitment with heart

We are looking for someone who genuinely aligns with these values and will contribute to our positive, people-first culture.

What we offer

- Part-time hours that fit well around school life (if required) – ideally five hours per day, three days per week plus a car park and a flexible working approach
- A supportive, experienced, and collaborative team
- A trusted role with responsibility and variety
- The opportunity to be part of a successful recruitment business that truly cares

If you are an experienced administrator looking for meaningful part-time work within a values-driven organisation, we would love to hear from you.

Apply now

Send us your CV and a brief cover letter at <https://deciphergroup.co.nz/jobs/administration-assistant/> You can also view the position description at this link.

For a confidential discussion about the role; contact Sara Syme, Business Operations Manager on 021 352 611 or sara@deciphergroup.co.nz

Applications close: Wednesday 28th January 2026.

Please do not email us your CV and Cover Letter. Please use the *Apply Now* link on our website.



www.deciphergroup.co.nz
Decipher Group
Level 4, 151 Cambridge Terrace
Christchurch

Sara

Creative
Passionate
Authentic
Efficient



A portrait of a woman with curly blonde hair, wearing glasses and a black blazer over a patterned top, standing against a white background. An arrow points from the text 'Sara' to this image.

Our process



OUTREACH AND ADVERTISING | Applications close 28 January 2026

Potential candidates identified through targeted search; applications reviewed and responded to.



APPLICANT SCREENING | Mid January

Initial screening of applications as they are received. This may include a discussion with candidates about their motivations for applying. We aim to run a timely and efficient process.



SELECTING AND SHORTLISTING | Late January

Once the role has closed our team will present the most qualified candidates to the client. Within this period, all applicants will receive notification of the status of their application.



CANDIDATE INTERVIEWS | Early February

Decipher Group prioritises a robust and consistent interview framework, based on a behavioural and competency-based assessment. Candidates will be advised of the interview structure and who will be present on the panel. All interviewed candidates will receive prompt feedback and will be advised of next steps once we have debriefed with the interview panel.



VETTING AND DUE DILIGENCE | TBA

We conduct thorough background checks and referencing to further assess competencies of preferred candidate/s. Decipher Group utilises a third-party provider for pre-employment and probity checks such as criminal history, qualification, employment history and bankruptcy. Our team will notify you in advance prior to us contacting your referees. Throughout the entire process, candidate confidentiality and privacy remain an absolute priority.



DECISION AND ONBOARDING | TBA

Following a rigorous evaluation, a conditional offer of employment will be made, subject to the completion of the above stage. Our team will communicate regularly with both the client and the successful candidate during this period. At the conclusion of the recruitment process, all remaining candidates will be notified, with the opportunity for feedback.

POSITION DESCRIPTION

Position Title:	Administration Assistant
Employment Type:	Part-Time
Days & Hours of Work:	Three days per week (Tuesdays, Thursdays & Fridays); 9.30 am – 2.30 pm
Reports to:	Business Operations Manager
Location:	Decipher Group offices, Deloitte Building, Christchurch CBD and flexible working from home option.

Position Purpose

The Administration Assistant plays a key role in supporting the smooth and effective operation of Decipher Group. This position provides high-quality administrative support to the Director and Recruitment Business Partners, and the wider business, and acts as a trusted support to the Business Operations Manager, including providing cover as required.

The role is suited to an experienced, proactive administrator who enjoys being the backbone of a values-led, close-knit business and who takes pride in contributing to a positive team culture.

Decipher Group overview

Decipher Group is a values-led recruitment consultancy where *Recruitment with Heart* is at the centre of everything we do. Since 2008, we have partnered with organisations across New Zealand and internationally to connect outstanding talent with businesses where they can truly thrive. Our approach to recruitment is built on genuine relationships, integrity, and enabling long-term success for clients and candidates alike.

The Administration Assistant is expected to consistently demonstrate and uphold **Decipher Group's Values**:

- Relentless teamwork
- Exceptional outcomes through partnerships
- Do the right thing
- We deeply care – recruitment with heart

Alignment with these values is essential to success in this role.

What the role offers:

- Meaningful part-time work with responsibility and variety
- A supportive, experienced, and collaborative team environment
- A trusted role within a successful, values-driven recruitment business

Key Responsibilities

General Administration

- Provide day-to-day office and business administration support
- Maintain accurate records, documentation, and databases
- Manage correspondence, scheduling, and general enquiries

Recruitment Support

- Provide administrative support to recruitment consultants
- Assist with candidate and client documentation and reporting
- Support recruitment processes and systems as required, eg advertising and compliance

Business Support

- Assist with internal processes, systems, and compliance activities
- Support business operations to ensure continuity and efficiency
- Provide cover for the Business Operations Manager as required

Key Relationships

- Business Operations Manager
- Decipher Director & Recruitment Business Partners
- External clients and candidates
- External stakeholders – StaffChecks, JobAdder Support, Web company, Linkedin and Seek Account Managers

Skills, Experience & Attributes

Essential

- Proven experience in an administration or office support role
- Ability to work independently with minimal supervision
- Strong organisational skills and attention to detail
- Proactive approach with the ability to anticipate business needs
- Professional communication skills
- Competence in Microsoft Office and general office systems, including social platforms

Desirable

- Experience in recruitment or professional services
- Familiarity with CRM or recruitment databases

Personal Attributes

- Reliable, adaptable, and solutions-focused
- Comfortable supporting a busy professional environment
- Collaborative team player who enjoys contributing to a close-knit workplace
- Demonstrates maturity, confidence, and professionalism with a good sense of humour
- Ability to work from home, as required

Level 4, 151 Cambridge Terrace
Christchurch Central
www.deciphergroup.co.nz
<https://www.linkedin.com/company/decipher-group-limited/>

Our Diversity, Equity and Inclusion Statement

Decipher Group care deeply about helping individuals achieve their full potential and supporting organisations to thrive by working toward a more progressive future. Fostering a culture of inclusion and belonging that truly values individual differences, backgrounds, and perspectives ignites creativity and new ideas – and this is part of what makes our team exceptional. For us, progress is the only goal worth benchmarking.