

Part-Time, Fixed Term Support Role

Diversity, Flexibility & Applying and Increasing Knowledge



About Us

FRENZ is a boutique recruitment and immigration agency based in Auckland CBD. We work with employers, migrants, and job seekers both in New Zealand and internationally. As a small but established and successful business, we're offering a unique opportunity for someone to step into a versatile support role, helping across various parts of the company.

About the Role

We're looking for a part-time team member to support business operations for 2–3 months (potential to extend).

- Start date: Flexible, ideally mid-June
- Hours: ~20 hours per week (negotiable in work schedule and flexible in days that can be worked outside our offices)

You'll be involved in a range of tasks, such as:

- Drafting and posting job ads
- Screening and prioritising job applicants
- Managing and creating social media posts
- Drafting candidate profiles
- Diarising and monitoring expiring services
- Scheduling consults and meetings
- Updating our website and databases
- Assisting with process inputs and updates

This is a great chance to learn how a business operates behind the scenes—from immigration support to marketing and recruitment assistance.

Who We're Looking For

You might be a good fit if you:

- Love technology and know how to use it efficiently
- Are a good listener who takes direction well and thinks ahead
- Can self-manage, prioritise, and follow through on tasks
- Are confident in both written and verbal communication (with strong grammar skills)
- Are comfortable picking up the phone and dealing with people
- Have a positive attitude, a sense of humour, and enjoy contributing to a collaborative team
- Are willing to learn, take initiative, and be both a leader and a team player

What We Offer

- A varied and hands-on experience
- Exposure to marketing, recruitment, immigration, and business operations
- Supportive team and great office culture
- Competitive salary
- Career development – many of our team members have moved into permanent or specialist roles, including immigration advising

Eligibility

Open to NZ Citizens/Residents, or those on a Student or longer term Working Holiday Visa.

Interested?

Send your complete and updated CV and a brief cover note to tammy@frenz.co.nz.