

Accounts & Administration Support

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Gisborne | Full-Time

Looking for a role where being organised, accurate, and good with systems really makes a difference?

Logic Forest Solutions is looking for an Accounts & Administration Support person to join our team in Gisborne.

This is an important support role in our business and will suit someone who enjoys keeping things running smoothly behind the scenes. The role has a strong focus on PSLog administration, along with finance support and general office administration.

We are looking for someone who is practical, detail-focused, and confident working across a range of office functions. You will need to be comfortable using systems, following up discrepancies, and communicating clearly with clients, suppliers, and the wider team.

About the role

This role is responsible for PSLog administration and provides finance and general administration support to Logic Forest Solutions.

A key part of the role is making sure harvest docket data is entered accurately, reconciled properly, and maintained to support reporting and billing. The role also supports the Finance Manager with finance administration and month-end tasks, while helping keep the office running well day to day.

What you'll be doing

- Managing PSLog data entry, reconciliation, and administration
- Managing Xero harvest accounts
- Assisting the Finance Manager with finance administration
- Liaising with clients and suppliers
- Supporting office systems, records, and administration processes
- Providing general office support and responding to enquiries

What we're looking for

- Background in administration, accounts, or office support
- Strong attention to detail and accuracy
- Confident using systems and software
- Good data entry and reconciliation skills
- Clear and professional communication
- Practical, reliable, and able to manage competing priorities

Why join Logic?

At Logic Forest Solutions, we are proud of the work we do and the way we do it. We are a practical, values-driven business with a strong reputation for doing the job well and building good relationships.

This is a great opportunity to join a supportive team in a varied role that is central to keeping the business running smoothly. You will be part of a good team, in a business that values reliability, practicality, and people who take pride in their work.

About us

Logic Forest Solutions provides forestry management services across a range of operations. We are committed to high standards, practical solutions, and strong working relationships, with a focus on quality, accountability, and doing the job well.

Apply now

If this sounds like the right fit for you, we would love to hear from you.

Please apply through the SEEK website by the closing date listed in the advert www.seek.co.nz