



**DONALDSON BROWN**  
INSURANCE BROKERS

**PO Box 37068, Parnell 1151**  
**P 09 215 3371**

## **New Year, New Job, New You**

### **Vacancy for an Office Admin Assistant @ Donaldson Brown Insurance Brokers**

Join New Zealand's fastest growing Insurance Broking Team.

Donaldson Brown Insurance Brokers Ltd (DBIB) are a 100% NZ owned and operated Insurance Broker. Based in Parnell Auckland, our vision is to deliver world class risk management solutions for multi-national, NZ corporate, SME and individual customers. These solutions are sourced from local and international markets in a completely transparent manner. That's new and different.

DBIB have removed any real or perceived conflict of interest as we work in the best interests of our customers. DBIB provides advice to our customers on general, life, disability and health insurance.

The business is growing rapidly, and we are looking for an Office Admin Assistant to support our brokers with their day to day activities.

You must:

- Have an eye for detail and accuracy
- Be able to manage your time extremely well
- Have the ability to work under pressure
- Be a team communicator
- Be able to use Microsoft Outlook, Word and Excel

The main responsibilities are:

- System processing and electronic filing for new and existing clients
- Upkeep of client records
- Funding quotes
- End of month system processes

Donaldson Brown is a dynamic and disruptive team. We have strong work and family values and offer a flexible work environment.

So, if you're looking for a new position in a fun filled environment, where, at the end of the day you can leave work behind, then talk to us – you won't regret it!

Call or email - Debbie Fraser  
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