

## Rostering Clerk – 57275

**He aha te mea nui o te ao. He tangata, He tangata, He tangata**

**What is the greatest thing in the world? It is people, it is people, it is people.**

Serco is extending its portfolio in Asia Pacific with the opening of Auckland South Corrections Facility (ASCF) in New Zealand. Due to open in Wiri, South Auckland in 2015 it will be a state of the art facility, operated on behalf of the NZ Department of Corrections, providing a safe and secure environment for over 900 prisoners.

We are currently seeking a Rostering Clerk to administer the rostering of Custodial Staff at Auckland South Corrections Facility.

**As Rostering Clerk you will:**

- Establish effective administration systems to support the rosters and scheduling of staff and maintain these ongoing procedures
- Keep up to date statistics on sick leave, annual leave, long service leave and time in lieu.
- Maintain contact with permanent and casual staff in relation to filling gaps in the roster and covering for leave.
- Ensure open lines of communication with all custodial staff and supervisors regarding staff allocations and respond to questions in a timely manner.

**The successful candidate will have:**

- Previous Rostering and/or Payroll experience.
- Advanced knowledge of Microsoft Excel.
- Excellent communication and interpersonal skills.

If you believe you have the skills and experience to fulfil the requirements of this position and would like to be a part of reshaping the corrections environment in New Zealand we would welcome your application.

In return you get a competitive remuneration package and the opportunity to be part of a team committed to the rehabilitation and reintegration of prisoners, delivering a facility which is drug free, safe and improves public safety.

For a copy of the job description or to apply please visit our website at [www.serco-nzcareers.co.nz](http://www.serco-nzcareers.co.nz) If you would like any further information please contact the ASCF recruitment team at [nzrecruitment@serco-ap.co.nz](mailto:nzrecruitment@serco-ap.co.nz) or 09 261 2104.

Applications close: 26 October 2014 with role to commence March 2015