Johnston Dick and Associates Ltd

The Broadtech Group is an Auckland based group of technology and broadcasting network innovators and integrators. Its subsidiary company, Johnston Dick & Associates ('JDA') performs the following activities across NZ and the Pacific:

- Radio/TV/Telecommunications transmission site owner/operator, property management

- Digital Terrestrial Television network designer and owner/operator

- Transmission Facilities Management

The Broadtech Group is a long established and stable business experiencing significant growth via the ongoing convergence of the broadcasting and telecommunications industries.

Property & Project Administrator
JDA (Broadtech Group)

We are looking for a Property and Project Administrator, working in our JDA network business responsible for administration of all our property and colocation contracts and agreements, and documenting network performance and maintenance, project activities and health and safety.

The Property and Project Administrator is accountable for.

- Administration of landowner and site tenant agreements.

- Development and maintenance of relationships with landowners and site tenants.

- Management of site tenants site activities.

- Monitoring Environmental, Health & Safety site policies and management of hazards.

- Monitoring routine site maintenance work.

- Supporting on-site project activities.

- Network and site reporting.

The role is mainly office based but will require site and landowner visits on a periodic basis.

Key Skills Required

- Reliable and resilient, willing to accept responsibilities and be accountable for decisions.

- Familiarity with Property and Leasing administration would be favorable

- Work experience in broadcast/telecommunications industries would be favorable

- Strong written and verbal communication skills with the ability to communicate effectively at all levels.

- Administration Degree or Diploma, or relevant tertiary qualification

- Able to work as part of and lead a team with a diverse range of people, challenging in a non-confrontational way and building successful working relationships.

- Good analytical abilities and problem-solving skills.

- Good record keeping and report preparation skills

- Current NZ drivers license; experience in off road 4WD driving experience advantageous

Reporting & Applications (with Resume)

- The Property and Project Administrator reports to: Head of Network, JDA info@jda.co.nz