

People Coordinator

Support people, culture, and engagement at EA Networks

About Us:

EA Networks is a cooperative network company based in Mid Canterbury. It owns and operates the region's electricity distribution network, as well as an advanced fibre optic communications network. Being locally owned and operated means EA Networks and its 130 staff have strong ties with the community that they work and live in. The core focus for EA Networks is maintaining a resilient electricity and fibre network while supporting the local economy and community. For more information about the company visit www.eanetworks.co.nz.

The Role:

We're looking for a capable and organised People Coordinator to provide practical support across our people, capability, and engagement activities. In this role, you'll help keep our core people processes running smoothly, support managers and employees with day-to-day HR coordination, maintain accurate records and documentation, and contribute to initiatives that strengthen the employee experience across EA Networks.

Got what it takes?

- Experience in an HR, recruitment, administration, or coordination role, with strong attention to detail and confidence managing competing priorities.
- A practical understanding of the employee lifecycle, with experience supporting key people processes from recruitment and onboarding through to employment changes, documentation, record management, and offboarding.
- Strong communication skills and a service-focused approach, with the ability to build positive working relationships across a range of teams.
- A proactive, confidential, and solutions-focused mindset, with confidence using systems and maintaining high-quality information.

On Offer:

We prioritise providing our people with the best possible experience. In addition to a great workplace, we operate a strong reliable network and have modern, well-maintained vehicles and gear. Our new employee benefits scheme offers rewards and benefits to help cover life's costs and support personal wellbeing. We also offer competitive remuneration plus enhanced annual leave benefits, and a paid day off during the month of your birthday. We have an active Social Club with activities throughout the year, discounted gym/fitness centre memberships, an expansive break room and on-site parking. You'll get to work with like-minded people who are passionate about keeping the lights and internet on throughout the Ashburton District.

Being a part of the Ashburton District means you're a part of a strong supportive community with a great semi-rural lifestyle. With a variety of local dining and services, and excellent skiing, hunting, tramping and fishing spots nearby, you'll be spoiled for choice. As it's only a 60-minute drive from Christchurch Airport, it doesn't take long to experience city life. Relocation package considered for the right applicant.

Join Us:

To apply, please submit your CV and Cover Letter. Applicants must be residing in and have the right to work in New Zealand. Pre-employment checks including a medical, drug and alcohol test and Ministry of Justice checks will apply. For further information please contact Sarah Green 027 355 6914. **The closing date for applications is 7th August 2026** however please note that applications will be reviewed as they are received so the advertisement may close early.