

# Who Does What at Head Office

## General/Operations

---

**MARTY RITCHIE**  
CEO

027 548 0480  
marty.ritchie@harcourts.co.nz

**GRAEME COLLINGE**  
Operations Manager

027 453 2063  
graeme.collinge@harcourts.co.nz

**PAUL JACKSON**  
Accountant

04 233 2106  
accountant.teamgroup@harcourts.co.nz

**JADE DOLMAN**  
AML Compliance Officer

0800 AML HELP  
compliance.teamgroup@harcourts.co.nz

- Anti-money laundering

## Administration

---

**LEANNE HALLIDAY**  
Administration Manager

04 233 2954  
leanne.halliday@harcourts.co.nz

- EA to Directors
- HR/contracts/resources
- Accounts/recharges
- Payroll - commission & salary payments
- Event planning

**RAHUL BABU**  
Marketing Administrator

04 233 0301  
acctcontrol.paremata@harcourts.co.nz

- Marketing invoices/recharges
- Marketing refund requests
- Marketing supplier accounts
- CampaignTrack

**KATY BOWMAN**  
Contracts Administrator

04 233 2978  
support.paremata@harcourts.co.nz

- Top sheets & contracts
- Early releases
- Releases

## Marketing

---

**SAM PUT**  
Marketing/Graphic Designer

04 233 2118  
digital.teamgroup@harcourts.co.nz

**JORDAN BOUGEN**  
Marketing/Graphic Designer

04 233 2976  
marketing.paremata@harcourts.co.nz

## Signage

---

**MIKE WHITE**  
Signage

027 777 8912  
support.paremata@harcourts.co.nz

- Paraparaumu, Waikane, Ōtaki & Levin

**DAVE LAVERY**  
Signage

027 620 1161  
support.paremata@harcourts.co.nz

- Paremata, Upper Hutt, Lower Hutt, Wainuiomata, Eastbourne, Khandallah & Wellington