

Hot Candidates!

Employment rights and obligations

Keeping up with employment regulations can be a challenge when you are busy growing your business.

Employment Relations Education Contestable Fund

The ERE provides grants to support the development and delivery of employment relations education and training that will help make our workplaces safer and more productive. The courses should support the objectives of the employment relations Act or the Health and Safety at Work Act or both and may include:

- Education initiatives to increase skills in and knowledge of employment relations matters
- Health & Safety training courses to promote cooperation among employers, employees and unions in health & safety management, especially by facilitating the constructive input of the persons doing the work

These regulations are continually changing and a great way to keep up with this is to visit the Ministry of Business Innovation & Employment website: www.mbie.govt.nz

New recruits

Senior Administrator: Over 15 years' experience in all areas of office functions, accounts and administration. A highly-motivated achiever who enjoys a challenging workload and is also a natural leader. Available asap and is wanting a minimum of \$45k.

Project Manager A qualified drain-layer who has stepped up into project management overseas. Experienced in planning, construction and management. Good communication skills and very motivated. Available in June and wanting around \$100k pa.

Environmental Management Experience as a Technical Manager, and Technologist in New Zealand and overseas. Implemented systems and processes, great people skills, computer savvy and passionate about environmental science. Available immediately - salary negotiable.

HR / Recruitment An experienced professional with highly developed problem solving skills, knowledge of change management and restructuring. Available with some notice – salary negotiable.

Finance / Administrator A solid background in accounting, payroll, IT, Health Safety up to managerial level. Professionally presented and high attention to detail. Excellent communication skills and understands the meaning of confidentiality. Available for temporary / contract assignments – salary negotiable.

Accounts Payable Excels in complex and demanding roles. Meticulous with detail and approaches every task with enthusiasm. Professionally presented and well spoken. Available immediately – salary negotiable.

Junior Accounts Recently graduated from a Bachelor of Business Analysis degree and working towards completing CFA in the near future. A fast learner who has been exposed to finance, accounting and administration. Personable with advanced computer skills. Available immediately – salary negotiable.

PA / EA / Event Coordinator Professionally presented and with a great attitude. Experience includes assisting CEO's and Company Directors - arranging meetings and events for dignitaries. Committed to providing outstanding assistance and reliability with an analytical mind. Available immediately – salary negotiable.