

Hot Candidates!

Employment rights and obligations

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

Employment agreements

Every employee must have a written employment agreement. It can be either an individual agreement or a collective agreement (one involving a union).

Minimum employment rights must be met regardless of whether or not they are included in an employment agreement or if the agreement states something less than a minimum entitlement.

When bargaining for changes to their individual employment agreements (IEAs), employees can get independent advice (for example, from unions, lawyers, or colleagues).

These regulations are continually changing and a great way to keep up with this is to check out the Ministry of Business Innovation & Employment website:

www.mbie.govt.nz

New recruits

Business All-Rounder: Organised, articulate and a strong background in PA /EA, marketing and business management. Qualifications in business and sales. Professionally presented and motivated. Available immediately – salary negotiable.

Relationship Builder: Background in media and account management. Creative, with excellent communication skills. Focused on delivering great results for clients through effective marketing solutions. Available immediately – salary \$50k.

Administrator/Front of House: Extensive secretarial and administrative support experience both overseas and in New Zealand within businesses large and small. Good computer skills and positive phone manner. Presents well, honest and trustworthy. Available immediately – salary approx \$40k.

Accounts Administrator: This candidate relates well with people and has a very pleasant phone manner. Good computer skills and has used packages including Microsoft Office. A solid background in administration and accounts. Available with 2 - 4 week's notice – salary \$20 per hour.

Logistics: Strong customer service focus and high attention to detail. Extremely motivated and personable. Coming from a background in the military as a technician specializing in safety and completing qualifications in logistics and shipping. Available immediately – salary min \$45k.

Operations Manager: Well presented and focused, this candidate enjoys people management and building customer relationships. With a background in finance, security and sales, this candidate brings a variety of skills. Available with 3 week's notice – salary negotiable.

Sales/Branch Manager: An effective communicator, business manager and trouble shooter. Customer service focused. Works well under pressure and enjoys managing a team. This candidate has a business degree and experience with B2B sales, administration, importation and distribution. Excellent computer skills including MYOB and Zero. Available immediately – salary negotiable.

Administrator: Accounts, payroll and reception. Nicely presented and personable. Available immediately – salary negotiable.