

## Hot Candidates!

### Employment rights and obligations

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

### Health and Safety

**Businesses must provide a safe workplace, with proper training, supervision and equipment.**

Businesses must identify, assess and manage risks, and investigate health and safety incidents. Businesses are also required to report serious injuries at work to WorkSafe New Zealand.

Creating a safe working environment is a combined effort. Both businesses and employees must work together to manage risks.

Employees must take reasonable care to keep themselves and others safe. Employees may refuse work likely to cause them serious harm and have the right to participate in improving health and safety. Employees can go to the Worksafe website to find out more.

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](http://www.mbie.govt.nz)

### New recruits

**CA Accountant:** High attention to detail, analytical and able to pick up systems quickly. Personable and confident. Solid experience with various companies in New Zealand and overseas. Extremely effective and an outstanding candidate. Available with notice - Salary negotiable.

**Administrator:** Multi talented and multi faceted, experienced in human resources, recruitment, reception and administration. Able to make decisions confidently and presents extremely well. Available immediately - \$45k min.

**Storeman / Labourer:** A self starter, very motivated and able to work autonomously and with commitment. Physically fit and picks up new skills quickly. Background in machine operation and dispatch. Available with notice - \$18 per hour.

**Customer Service /Sales Support :** Exceptional attention to detail, motivated with a strong work ethic. Passionate about sales and thrives in this environment. Professionally presented, great communication skills and a positive attitude. Available with limited notice - \$50k.

**Finance / Accounts:** Solid qualifications and experience. Enjoys providing analysis, financial reporting, forecasting, budgeting and project coordination. Previous roles included with Fletchers Building. Nicely presented with good communication skills. Available now - min \$45k.

**Design / Production Manager:** 10 years successful experience managing, sourcing and coordinating clothing production overseas and in New Zealand for reputable companies in Auckland. Very nicely presented and a great personality. Available now - min \$50k.

**Sales / Retail Manager:** Positive personality, professionally presented and good communication skills. A high achiever, hitting targets consistently and focused on growing business. Available with notice - salary negotiable.

**Finance / Administration:** Enjoys the challenge of looking after the whole process from creating accounts to month end reporting. Develops rapport instantly, personable and customer service focused. Available immediately - \$24 per hour min.