

## Hot Candidates!

### Employment rights and obligations

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

### Work-life balance in New Zealand

Work-life balance is about effectively managing the juggling act between paid work and other activities that are important to us - including spending time with family, taking part in sport and recreation, volunteering or undertaking further study.

Research suggests that improving the balance between our working lives and our lives outside work can bring real benefits for employers and employees. It can help build strong communities and productive businesses.

Finding and keeping good staff can be difficult especially in a tight labour market.

Employers who can offer work-life balance and flexible work options are likely to have the competitive edge, gain access to a wider recruitment pool, and are more likely to hold onto existing staff.

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

**PA / Administrator:** Professional and positive and very nicely spoken. Has the ability to adapt to suit work demands, all round administration abilities include monthly accounts, fleet scheduling, customer service and debtor management. Available now – salary min \$21 per hour.

**Planner / Scheduling / Estimator / Projects:** With a solid background in management of both small and large companies. Enjoys leading teams with an emphasis on H&S. Great attention to detail, good problem solving and documentation skills. Available now – salary approx \$70k.

**Websites, Graphic Design & Marketing:** Very presentable with highly advanced skills and experience in a multitude of applications. Specialising in creative design & advertising, with a solid background in general office administration & communications. Available now – min \$25 per hour.

**Electrical Engineer Supervisor:** Outstanding skills, experience and attitude. Background in service management, maintenance and sales. Good administration and documentation skills, with a focus on H&S. Available now – salary \$60k.

**Junior Administrator:** Friendly and approachable with good administration skills. Looking to grow in a role, versatile and able to pick up new systems quickly. Available with 1 week's notice – salary negotiable.

**Logistics / Retail:** Strong organisational skills and a great attitude. Nicely presented and spoken, this candidate is highly motivated. Solid experience up to management level. Good customer service and computer skills. Available now - salary negotiable.

**Senior Support Analyst:** Great communication skills, personable and well presented. Able to develop rapport immediately. Good understanding of businesses and the need to succeed. A background in the retail sector and able to provide all levels of support. Available beginning of August – salary negotiable.

**Event & Marketing Coordinator:** An exceptionally motivated and enthusiastic professional with solid experience in communications, event and office management. Able to multitask effectively to achieve positive targets. Available with 4 week's notice - salary \$60k.