

## Hot Candidates!

### Employment rights and obligations

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

### Equal pay and equal rights

Employers can't discriminate in hiring or firing, paying, training / promoting an employee because of race, colour, national / ethnic origin, sex / sexual orientation, marital / family status, employment status, age, religious belief, ethical belief / political opinion, disability / participation in certain union activities.

### Fixed-term employees

Employers can offer fixed-term employment if there are genuine reasons - like seasonal work, project work, or where the employee is filling in for a permanent employee on leave. Or the employer tells the employee the reasons, how or when the employment will end, and the employee agrees to this in their employment agreement. *All agreements must be in writing.*

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

### New recruits

**Project Manager:** With a background in engineering and the forces, this candidate brings a variety of skills. Experienced in large scale operations ensuring design and standards are maintained to a high level. Available with 4 week's notice – salary negotiable.

**PA / Administrator:** A highly motivated and personable professional with solid legal and project management background in tax and accounting firms. Experienced with report and proposal writing and implementation of software platforms. Excellent all round administration abilities. Available immediately – salary min \$24 per hour.

**Administration / Accounts:** Extensive experience as an administrator, including accounts payable and accounts receivable. Customer service and solution focused. Proficiently in the use of accounting software and Microsoft Office. Available immediately – salary negotiable.

**Receptionist:** Very presentable and professional with good administration skills. Versatile and able to pick up new systems quickly. Available immediately – salary \$20 per hour.

**Accountant:** A professional with a solid background in small and large companies. CA qualified and experienced. Enjoys team management and analytics. Great attention to detail, good problem solving and leadership skills. Available with notice – salary min \$150k.

**Architect / Interior Design:** Very nicely presented and builds instant rapport. Good understanding of the NZ Building Code, NZS3604, other relevant standards and legislation, and the wider regulatory environment. Available part time – salary \$25 per hour.

**Office / Accounts Manager:** Strong organisational skills and a great attitude. Nicely presented and spoken, this candidate is highly motivated. Experienced in a variety of roles from house ware to new homes. Good knowledge of MS and accounting systems. Available immediately - salary negotiable.

**Sales / Marketing:** With a background in product design, innovation and delivery this candidate is focused on growing business. Personable and well presented and has great communication and technology skills. Available with 4 weeks' notice – salary min \$80k.