

Check out our TOP candidates in February!

Reception | Administration: Customer Service Focused!

Frontline customer service and office support experience. Great communication and customer service skills. Strong computer skills and CRM experience. Highly capable, organised and self-motivated, with strong administrative abilities. | Friendly & Polite | Steady worker | Confident | Temp or perm roles.

Administration | Accounts: Strong Administrator!

Extensive experience in accounts administration including debtor and creditor control, invoicing, and statement preparation. Background in insurance with extensive experience in claims, quoting, underwriting, and client account management. Strong client liaison and relationship building skills, and excellent time management. | Diligent | Structured | Committed | Hard-working | Temp or perm roles.

Financial Accountant: Highly Experienced!

Qualified chartered accountant with over 10 years of experience in financial and management accounting. Excellent knowledge of finance and accounting procedures and various accounting systems. Strong analytical and problem solving abilities. Consistently meets targets and KPI's. Keen eye for detail and enjoys process improvement. | Optimistic | Enthusiastic | Motivated | Analytical | Temp or perm roles.

Sales | Account Manager: Sales & Marketing Expert!

Background in sales and marketing with strong sales focus in the food, equipment and retail industries. Experienced account manager with excellent relationship building skills. Holds a Diploma in Business and previously directed a retail sales store. Capable in all areas of sales, marketing and promotions, business management and customer service. | Creative | Go-getter | Conscientious | Passion for Customer Service | Perm roles only.

Operations/Service Manager: Driven Leader!

Highly experienced and motivated professional service and operations manager. Successful people manager, operations focused, technical background as a mechanical engineering and diesel technician. Capable in all areas of management from strategy, financial performance and productivity, staff management, health and safety, quality control, after sales and customer satisfaction. Highly focused | Proactive | Innovative | Strong Relationship Builder | Resourceful | Perm roles only.

EA | PA | Coordinator: Excellent Organiser!

Highly experienced EA/PA with over 12 years of office support and coordination experience. Methodical and attentive to detail with strong ability to organise and coordinate people and events. Diligent and hard-working, will get in there and get the job done. Strong communication skills, great with people, always polite and cheerful. | Self-motivated | Diligent | Positive | Professional | Temp or perm roles.

Business Manager/Strategic Planner: Keen Strategist!

Highly capable in strategic planning and all areas of business management. Key skills include budgeting, funding, business development, staff management, and education consultancy. Enjoys implementing new policies and improving efficiencies. A real people person and strong networker with excellent relationship building skills. | Adaptable | Supportive | Highly-organised | Temp or perm roles.

February 2020

Looking for great workers? We can provide temporary, permanent, or contract placements in

- Administration & Reception
- Accounting & Finance
- Customer Service & Data Entry
- Credit Control
- Payroll
- Management & IT
- Marketing & Sales

We would like to invite you to put our skill check testing to the test!

As part of our screening process, we require our candidates to conduct a variety of skill check testing. These tests are an indication of each of our candidate's knowledge and ability required to do your job well. Some of the most common testing we use include:

- Word 2016 (Intermediate)
- Excel 2016 (Intermediate)
- Outlook 2016 (Intermediate)
- Typing Test
- Data Entry – Alphanumeric (F)
- Data Entry – Numeric (F)
- Accounting – Bookkeeper knowledge

We would like to invite you, or one of your top employees, to trial a free skill check test of your choice so you can see how our tests work and the level of skill required to obtain a low, medium, or high result.

Please contact us if you would like to trial one of these tests, or if you would like further information.

Or if you would like to test your own employees as part of your recruiting process, we can offer you our standard tests at a special price of \$50 each.

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