

## Hot Candidates!

### **Workplace policies**

Clear workplace policies and procedures support employment agreements which means everyone knows how things are meant to be done.

### **Work equipment and clothing**

Work equipment and clothing is often provided by employers. In some workplaces employees agree to provide their own.

### **Tools of trade**

Employers and employees must agree who will provide the tools of trade needed for the job

### **Vehicles**

Vehicles needed for work can be provided by the employer or the employee. Sometimes an employer provides a vehicle for private use by an employee

### **Uniforms and dress codes**

An employer may have dress requirements to identify staff, for staff protection, or to reflect the type and status of the business

These regulations are continually changing – to keep up visit the **Ministry of Business Innovation & Employment** website: [www.mbie.govt.nz](http://www.mbie.govt.nz)

For Health & Safety information visit **WorkSafe**

**New Zealand:**

<http://www.worksafe.govt.nz>

### **New recruits**

**Supply Manager / Business Analysis** Mechanic by trade with a solid background in parts supply and customer service. Possesses an outstanding work ethic and a proactive, professional approach. Excellent computer skills. Available immediately for temp or contract roles only.

**CA Qualified Accountant** Looking for a change and who prefers to work in the commercial sector. Excellent software and computer skills. Very presentable and excellent attention to detail. Available immediately.

**Operations / Administration** A total professional and a natural manager. Extensive experience in procurement, operations and team management roles, picking up accounts and sales skills along the way. Available immediately.

**Office Manager** Highly organised and self-motivated. Solid background in accounts and customer service. Excellent communication skills and very well presented. Time for a new challenge - able to help build a successful business.

**Operations Manager** Enjoys both hands on and operational roles. Experienced liaising at all levels of the community and stakeholders. Has a can-do approach, excellent computer skills and good knowledge of Health & Safety. Strengths include ability to leading teams to get the best out of them.

**Administrator / Accounts** A solid background in accounting, tax, payroll and financial reporting, ranging from small to large sized enterprises. Has a knack for problem solving, able to multi task and prioritise effectively. Available immediately.

**Sales / Customer Service / Driver** Great relationship building skills and very customer service driven. Focused on passing targets and achieves this consistently. Abilities include purchasing and inventory, sales and stock control. Personable and well presented. Has Class 1 – 5 licences.

**Administration Manager** Background in health and education sectors. Strengths include accounting, HR and payroll. Able to update internal processes and systems, organising and restructuring to improve output. Positive with excellent people skills.