

## Hot Candidates!

### Workplace policies

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

### What are workplace policies:

Employees find it helpful to understand what the rules are that cover their workplace. These can be provided in policies, procedures, codes, rules and guidelines

### Employee performance

Working in a positive way with your employees to grow their performance will increase employee engagement and help our organisation achieve its goals

### Productive workplaces

A productive workplace starts with a positive culture where employers and employees work together to achieve good work and make continual improvements

### Tests and checks

Employers can use tests and checks both before and during employment. Checks can include criminal or credit history, drug and alcohol testing, but must be relevant to the job and/or workplace

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)

### New recruits

**Accounts / Office Manager** Experienced in all aspects of office requirement. Thrives on responsibility and able to see the big picture. Enjoys managing systems and data for financial requirements. People management experience. Thrives in a busy role and professionally presented. Available with notice.

**Secretary / PA** A strong background in customer service and administration roles in legal, corporate and small business. Self-managing, focused on achieving tasks in a timely manner. Good computer skills. Available immediately.

**Research Analyst / Administration** High communication, presentation and personality. Experience in both quantitative and qualitative research, analysis and presentation. Excellent computer skills and strong administration skills. immediately.

**Accounts / Customer Service** Good numerical and computer skills. Enjoys problem solving, organising and working under pressure. Currently studying to be an accountant and available for an entry level position. Very presentable and excellent attention to detail. Available with notice.

**Project Manager / IT** A team orientated and results driven professional, able to perform in a high volume and fast paced environment. Background in IT and Tertiary Education industries implementing reporting systems, launching of branding and setting up client data centers. Strong computer skills and well presented. Available immediately.

**Administrator / Customer Service** Confident leading and motivating teams. Excellent time management skills and a fast learner with the ability to pick up new systems and processes easily. Self-motivated and confident with a background in the travel industry. Good computer skills. Available immediately.

**BDM / Warehouse Distribution** Background in business development, financial budgeting, strategic planning, procurement and training. Experienced in all aspects of inventory control, stock procurement and freighting. Has a client based focus and comprehensive supply/demand knowledge. With an enthusiastic approach and positive personality. Available immediately.