

Hot Candidates!

Employment rights and obligations

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

Bullying, Harassment and Discrimination

Bullying, harassment and discrimination must be investigated and the person affected must be supported by the employer.

Employers are responsible for setting the example of what is acceptable in the workplace. Creating a workplace culture where all people are respected, and putting in place appropriate policies may reduce employer liability if an inappropriate behavior happens.

Employers must ensure the health and safety of workers in the workplace as far as is reasonably practicable. Employees must take reasonable care for their own health and safety and make sure that their acts or omissions don't have a negative impact on other people's health and safety.

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

New recruits

Health & Safety: Strong understanding of Health and Safety legislation and business requirements in New Zealand. Solid experience with various companies in Northland enabling employers to manage health and safety compliance. Available immediately for temp or contract roles - Pay rate negotiable.

Administrator: Skilled in all aspects of office administration, team and business management. Well presented, friendly and reliable. Experienced and a quick learner with a background in property. Available immediately for temp or contract roles - \$20 per hour min.

Branch Manager / Supervisor: A self starter, very motivated and target driven. Solid sales, management and project experience overseas and in New Zealand. A people person, understanding how to get the best out of staff and meeting clients needs. Background in engineering from hands on to management, technically proficient with a variety of computer software. Available with notice - Pay rate negotiable.

Receptionist: Professionally presented and able to build rapport immediately. Good attention to detail, motivated with a strong work ethic. High level of customer care, calm and personable. Available immediately - Pay rate negotiable.

Accountant: Chartered Accountant with experience in a wide range of business types. Able to work constructively and professionally with people at all levels. Enjoys providing analysis, and collecting information. Available now for part time or contract roles - Pay rate negotiable.

Sales / Finance / Insurance: A high achiever with a proven track record. Enjoys customer relationships and business development. Very nicely presented and a great personality. Available with notice, min \$50k.

PA / EA: Positive personality, very professionally presented and good communication skills. Extensive experience in administration, organising and people/project management. Available with notice - Pay rate negotiable.

Quantity Surveyor: Qualified and technically strong with all aspects of construction and analyzing projects including cost planning. Solid background overseas and in New Zealand. Great communication skills. Available immediately - Pay rate min \$60 phr.