

Take a look!

MONTHLY TOP CANDIDATES

Accountant

- Very strong background in Accounting, Finance and Office Management
- Experience in I.T, contract work, GST, PAYE, MYOB and payroll
- Professional, confident and personable individual
- Is looking for a new challenge in accountancy work as that is her passion
- Located in Mangawhai Heads, looking for 1-2 days per week
- Has a 1 week notice period
- Is happy to trouble shoot and get accounts up to compliance, upskill new accounts staff and is available for permanent, temp or contract work

Office Manager & Stock Controller

- Previous experience in Customer Service, Sales, Office Manager, Administration and is currently working as Inwards Goods/Stock Controller
- Honest, reliable, hard-working, self-motivated, can work independently and in a team, competent verbal communicator with a good attitude
- Keen to learn and develop within a role that provides opportunities
- Located in Whangarei and has a notice period of 2 weeks
- Looking for an approximate hourly rate of \$27-\$29 per hour

Quality/Product Administrator

- Previous experience in Administration, Product Quality & Technician roles
- Deals in quality issues, audits, coaching employees, document control, discovering and reviewing business processes etc.
- Organised and adaptable with problem solving skills and attention to detail
- Located in Whangarei and has a notice period of 4 weeks
- Looking for an approximate salary of \$70k +

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MONTHLY TOP CANDIDATES

Site Manager/Supervisor

- Experience in Mechanical Engineering, Fabrication, I.T and Management
- Knowledge of compliance, contract, project management and stakeholder and relationship management
- Has overseen and worked on a range of refurbishments and builds
- Self-motivated, pragmatic thinker with an analytical mind and a problem solver
- He will go beyond to ensure service, safety and customer service is positive when meeting financial and business goals
- Located in Poroti, Whangarei and has a notice period of 4 weeks

Financial Accounts

- 10 years' experience in small accounting practices and 3 years in not-for-profit organisations as a company accountant
- Experience in financial reporting, budget preparation and monitoring, accounting, relationship management, cashflow forecasting and coaching staff
- Aims to provide high quality service and enjoys taking on new challenges
- Organised, problem solver, analytical, compassionate & thrives under pressure
- Located in Whangarei and has a 4 week notice period and negotiable on salary

Office Manager

- Experience maintaining manuals/procedures, monthly accounts, GST, PAYE, Accounts Payable & Receivable, Payroll, HR duties and other general admin
- Background in accounting with a strong financial understanding
- Seeking a position where she can utilise her experience to push her further
- Problem solver, organisation, self-motivated and a critical thinker
- Located in Whangarei and is available to start immediately
- Looking for an hourly rate between \$30 - \$31 per hour