



Top Candidates - Take a look now!!

Operations Manager / General Manager

- Operational Management: Leading and managing outpatient services, endoscopy, and national bowel screening programs, ensuring quality, risk management, financial oversight, and health & safety compliance.
- Strategic Planning: Developing and implementing initiatives to improve performance against Ministry of Health targets, aligning curriculum delivery with regional iwi projects, and addressing targeted training needs based on industry demand.
- Leadership & Team Management: Effectively leading and managing teams, ranging from 26 direct reports across various positions to multi-agency teams charged with coordinating service provision.
- Stakeholder Engagement: Developing and maintaining excellent internal and external relationships to ensure quality outcomes for patients and service users, fostering strong partnerships to meet healthcare needs.

Operations Support Assistant / Dispatcher

- 20+ years of office administration experience covering sales processing, procurement, inventory management and accounting - invoicing, accounts payable & receivable, banking & reconciliations.
- Significant logistics administration, inventory control and purchasing scheduling, including onsite and remote and outsourced warehouse sites.
- 6+ years of payroll experience, employee numbers from 5 to 300
- Payroll training and seminars. Regular attendance from 1998 – 2015; EMA, Commac, KPMG
- Proficient in Word & Excel
- Software Packages: Timms, MS Navision, Commac, Chris 21, MYOB, Xero, Timbersmart and SAP
- Certificate in Food Safety from The NZ School of Food & Wine
- Food Safety Certificate, A Grade 100%, Licence No: 52100125825

Executive Assistant

- Project management: Facilitated a major renovation of Habitat's 500 square meter ReStore charity shop, resulting in a 20% increase in turnover to more than \$500k per annum.
- Grant writing: Successfully secured a \$150k award from Foundation North and obtained smaller amounts from various organizations.
- Business & project management: Experienced in managing business operations and overseeing projects.
- Personal & executive assistant roles: Proficient in providing support to individuals in personal and executive roles.
- Office administration: Skilled in handling administrative tasks and maintaining office efficiency.
- Building business relationships and networking: Capable of establishing and nurturing relationships with stakeholders to promote business growth.
- Strategic planning: Proficient in developing and implementing strategic plans
- Budgeting & accounting: Experienced in budget management and basic accounting principles.

Administrator / Customer Service

- Organising/Coordinating: Collecting information, attending to detail, and record keeping.
- Systematically and efficiently executing concepts and plans into practical working procedures.
- Integrating the efforts of others.
- Managing Workload: Self-managed, with an ability to work independently and in a team.
- Establishing priorities and working to meet deadlines.
- Demonstrating a concerted focus, energy, and drive toward reaching goals and exceeding expectations.
- Interpersonal: Reliable and committed to fulfilling commitments.
- An active team member who shares ideas and makes effective contributions to teamwork.
- Adaptable to new structures and flexible in working with role evolution.
- Thinking/Planning: Utilizing logical thinking to gather information and analyse options.
- Creating solutions with achievable objectives.
- Employing creative thinking to see possibilities and visualize

HR Manager

- Strong communication skills
- Innovative and highly motivated
- Analytical and resourceful
- Positive work ethic and enthusiasm
- Proven experience in leadership, entrepreneurship, programs coordination, administration, programs facilitation and business management
- High level of professionalism
- Proven youth service provider and a champion for the youth sector – youth empowerment skills development, employment, and mentorship support
- Self-starter, quick learner, attention to detail, target driven with a 'can-do' attitude.
- Professional HR and full recruitment services
- Strong problem solving and decision-making skills.
- Strategic thinker with strong planning, accounting, sales, and marketing capabilities
- Experience in the development and delivery of training solutions to equally support the learners and businesses.

Accounts / Payroll

- Supervision and Basic Management
- Financial Statement Analysis Seminar
- Deadline-oriented work without compromising quality.
- Effective workload prioritization under pressure
- Timely preparation of payrolls
- Early processing of PAYE returns
- Installation and management of records/systems
- Proficiency in Profit and Loss Accounts and Balance Sheets
- Auditing expertise
- Trust accounts administration
- In-depth understanding of financial accounting standards and regulations