



The following candidates are currently available for employment in their chosen fields (see below)



Willow (seeking Intermediate Admin/Customer Service)

Highly intelligent and outgoing, with a passion for customer service and excellence in administration. An enthusiastic thinker with leadership skills far beyond her years. Intermediate to advanced computer skills with ability to undertake accounts duties, has experience with MYOB, Payroll, Event Planning and Real Estate sales and promotion.



Lee Ann (seeking Executive Administration) BASocSci, PGDip Soc

Lee Ann is a positive team leader with a sociology background. Highly computer literate, and adept with the written and oral word, she finds herself most comfortable in a work environment that tests her intellect. Lee Ann's work experience covers the spectrum, from lecturing through to student advocacy and executive administration procedures.



Rosemary (seeking Accounts/Admin) BCom

Attentive to detail, unassuming and highly analytical, Rosemary would suit a position that requires a proficient user of Quickbooks or MYOB, and offers less stress than an accountancy office. Although a qualified accountant, Rosemary seeks work that will ease her back into the fold after 10 years working in partnership in her own computer repair business.



Gretchen (Front Office/Retail/Hospitality) GM's Licence

A familiar face around Rotorua's eating spots, Gretchen's name is synonymous with friendly, efficient and professional customer service. With excellent leadership and organisational skills, Gretchen now seeks the Monday to Friday. With this in mind, she would like to turn her hand to Front Office, entry level reception positions. You won't be disappointed if you take on this go-getter!



Simon (Accounts/Business Analyst) BCom

Simon seeks a challenging role that utilises his accounting and business analysis experience. Articulate with exceptional written communication skills and the ability to problem solve, Simon is reliable and conscientious with the ability to work well under pressure. Highly proficient - MS Excel, MYOB and Ace Payroll user.



Andrew (Hospitality)

With a hospitality background Andrew seeks employment in any field that requires a hardworker seeking to improve himself. Well mannered with the ability to perform night audit duties, any hours of work will suit.



Allan (Seeking Admin Diploma Art and Design)

A real jack of all trades. Allan has the ability to recruit, train and supervise staff, has a flair for creating innovative design, and is reliable and versatile with the ability to learn new skills and procedures quickly. Any role that requires an analytical, observant approach to problem solving would suit Allan. Conversant with MS Office.



Ora (Seeking Entry Level Customer Service/Administration)

Well presented and quietly spoken, Ora has ambitions to further her basic computer skills with an entry level position in the administrative field, preferably with family friendly hours. Ora has a teacher aiding background that suits her calm and unflappable demeanour.



Lybia (Seeking Call Centre/Admin/Reception)

Friendly and outgoing with a positive outlook, Lybia has experience in security firms from call centre through to debtors, preparation of accounts and staff training. With intermediate computer skills, Lybia is prepared to train on the job to ensure the best possible bang for ya buck!



Judy (Seeking Administration/Customer Service) - With a mature outlook and over quarter of a century of administration/customer service experience, Judy would be perfect if you are looking for stability, loyalty and commitment to task. A continuous learner, Judy is currently furthering her computer knowledge online, hoping to take on the generation Y'ers, as well as offer them much needed direction and life experience.



Shirley (Seeking Call Centre/Administration)

Leadership is the first word that springs to mind with Shirley. A natural born leader, Shirley oozes confidence and optimism. Relocating to Rotorua is Auckland's loss our gain. If you require a team leader with call centre and computer experience, give Denise a call today to liaise an interview time with Shirley.



Violetta (Seeking Administration/Customer Service)

Intermediate to advanced experience in MS Office including: Word, Excel, PowerPoint and Publisher and Internet Explorer with a working knowledge of a variety of Software packages designed to meet organisational needs. Speed and accuracy in numeric and alpha Data entry/input.



Lesley (Administration)

Business acumen - preparing and reconciling all accounts for monthly trial balance using MYOB and Banklink. Debtors, ledgers etc etc – the range is too large for one paragraph. Lesley seeks work that will utilise her experience and expertise. Pleasant, hardworking and motivated to succeed, Lesley is prepared to work anywhere that will allow her to give her best.

**PHONE: 3498359 and speak to Denise, to discuss any of the candidates.
Skills Investment Subsidies may be available.**