

Do you have a job vacancy?

Our clients are available now for interviews. Contact Rachel Gamperle at the Otago Chamber of Commerce for their CV. newskills@otagochamber.co.nz or 479 0181



Shane Boyes

Driver, Storeman

Licenses 1-6 and forklift license. Shane has 12 years of experience as driver and floater driver of a workshop assist. With a clean driving record Shane also has experience as a driver of medium large and small trucks. He would bring a depth of experience and maturity to your business. He is available immediately to work for you daytime hours, Monday – Friday.

Employed



Kelsie Trevathan

Data processor, Reception, Administrator

With my training in tourism, I have skills in reception work including booking reservations and phone skills. Current work provides experience in data input, database maintenance, customer service and cash handling.



Christine Jodczyk

Office Manager, Secretary, Accounts receivable, Reception

My experience as a general office manager has trained me in a variety of skills ranging among manual and document control, accounts payable, liaise between external and internal clients. These skills transfer well into administrative positions. I have a lot of enthusiasm and energy to offer a team and a great sense of humor. Challenge and learning are key motivators in my work environment.

Employed



Amanda Nicolls

Administrator/Reception

With my experience as an administrator in the public sector my goal is to secure full time work continuing to use my general admin and reception skills. I have excellent interpersonal communication skills, current sound knowledge of computer systems such as word, outlook and powerpoint, social work and primary teaching experience. Added to this is ten years in the hospitality industry. As an employee I can offer you common sense administration, initiative, a sense of humour and reliability.



Genevieve Robinson

Personal Assistant, Office Manager, Retail Manager

Having held leadership positions I have worked in various administrative roles including the following: PA support for the company director: progress chasing, Word Processing, & report writing (Windows & MAC) Company financial & tax preparation & administration for accountants, Liaising with the IRD regarding tax issues and compiling employee wage/tax information, Processing PAYE information via IR-File, Client, contractor, sub-contractor and supplier liaison for the company, Responsibility for office budgets and expenditure, Reception duties. With regard to retailing I have been both a team member and sole charge of businesses including my own.



Jenny Brown

Administrator

My name is Jenny Brown. I completed my diploma in 2007, achieving Level 3 NCEA. After leaving school I worked in the public sector. I have been employed by work at an insurance brokers doing Broker Support/Reception work. I have spent 2009 studying Commerce at Otago University, however am now looking forward to getting back into the workforce full time.

Employed



Greg Chitty

Administration

Having finished my double degree in Classical Studies and Geography I am now seeking employment using my administration and customer service skills, honed over my years of study and holiday jobs. My studies have included papers on Management & Organizations, Human Resources, International Management and Business Environment. My experience proves I have the ability to plan and prioritise work, self-motivate, show initiative, time manage and meet deadlines. I have excellent organisational skills and a meticulous approach to tasks. I have particular strengths in spread sheeting and statistical analysis and report writing.



Ra Uriano

Administration/Retail Management

I have a degree in Psychology and my experience lies in Retail Management. I am skilled in the management, training and organization of employees. I have interest and knowledge in computer technology and it is my goal to combine my skills and this interest in my future work.



Patricia Bishop

Retailer

I am a people person, well versed in Sales and Retail. I enjoy providing customer satisfaction and service. I have had a lot of work experience, not only in retail but also in the education industry as a child care worker and teacher aide. As a relaxed individual, with an outgoing enthusiastic approach to work, I am flexible, reliable, happy, and positive. I have experience working sole charge, or in a team environment situation.



Kylie Mcmillan

Barista. Waitress. Retailer

I'm not just doing hosp to be in. I bring to y customer service. I hav

Employed

is the industry I want people and excellent on, but my specialty lies in coffee making, I am an excellent barista. I am seeking full time work. I assure you I am a hard, consistent and reliable worker!



Chris Heron

Salesman

My goal is to achieve full time work. I offer skills in a variety of areas. My skill base lies in sales having worked in this area for many years specializing in car sales and the sale of homeware, whiteware, electrical goods. My style is to roll up my sleeves and lead by example, providing quality customer service in the sale of anything. I also have experience in lease vehicle management and administration, car fleet maintenance and bookings.