



B Loyal Business	Industry Sector	Contact Name	Telephone	Positions in Business	Qualifications	Skills/Attributes
Heritage Hotel - Hammer Springs	Hospitality/Accommodation	Tony Howlett	(03) 315 0062	General Manager	Tertiary hospitality qualification advantageous.	Experience and understanding of all departments of a hotel, good leadership and communication skills. Excellent financial understanding and sales skills. Time management, commitment, desire and passion.
				Personal Assistant to General Manager	Tertiary business and administration qualification advantageous.	Good people skills, experienced in administration. Great time management and ability to prioritise. Confidentiality important.
				Front Office: Front Office Manager, Receptionist, Guest Service Attendant, Reservationist, Night Audit,	No formal qualification essential however tertiary hospitality studies advantageous.	Candidates should be enthusiastic, keen, hardworking and have a passion for hospitality. Good presentation, communication and people skills are also essential. Attention to detail, good financial understanding and good administration ability. Organised and able to prioritise work. Good leadership skills and time management.
				Housekeeping: Executive Housekeeper, Housekeeping Supervisor, Room Attendant, Public Areas Attendant, Minibar Attendant	No formal qualification essential however tertiary hospitality studies advantageous	Good financial understanding, people skills and leadership. Good time management and attention to detail. Ability to be systematic and orderly. Good team work, communication skills and ability to prioritise.
				Kitchen: Executive Chef, Sous Chef, Chef De Partie, Commi Chef, Kitchen Hand, Apprentice Chef	Tertiary hospitality qualification advantageous, Food handlers hygiene certificate and participation in HSI program.	Candidates should be enthusiastic, keen, hardworking and have a passion for food. Flair for cuisine, good management skills, financial understanding, people skills and leadership. Creativity and proven menu creation experience important with senior positions.
				Food and Beverage: F & B Manager, Assistant Restaurant Manager, Restaurant Supervisor, F&B Attendant	Food handlers hygiene. No formal qualification required however tertiary studies an advantage.	Good financial understanding, people skills and leadership. Good time management and attention to detail. Demonstrate a vast knowledge of food and wine. Candidates should be enthusiastic, keen, hardworking and have a passion for hospitality. Good presentation, communication and people skills are also essential.
				Conferencing: Conference Manager, Conference Coordinator	No formal qualification essential however business studies and administration qualifications advantageous.	Experience in working with people and administration. Great attention to detail, communication skills and time management. Experience in one or more departments of a hotel advantageous. Management position - proven experience in the role of conference co-ordinator or banquet manager, a sales background advantageous and very organised.
				Sales & Marketing: Marketing and Sales Manager	Tertiary Sales and Marketing qualification.	Experience in sales and marketing, preferably in a hospitality background. Great people skills and communicator. Organised and passionate.
				Maintenance: Maintenance Manager, Groundsman	Tertiary qualification in a trade advantageous.	Knowledge of both mechanical and construction maintenance, good leadership skills, meticulous attention to detail and organised. Good communication and desire to assist.
				Stores: Stores Manager	Tertiary financial management qualification advantageous.	Previous senior hospitality role experience advantageous. Excellent financial understanding, good communication, attention to detail and very organised.
				Human Resources: HR Coordinator	Tertiary hospitality or Human Resources qualification advantageous.	Previous experience in a HR role or senior hospitality advantageous, people skills, communication, good listener. Approachable, trust worthy and diplomatic. Confidentiality important.
NZ Vineyard Estates	Viticulture	Clinton Cunniffe	(021) 502 660	Manager	Viticulture Degree	Leadership, technical knowledge, a few years experience, as below
				Supervisor		Leadership
				Assistant Manager		Experience in the day to day tasks eg tractor work, supervising etc, technical knowledge in vine physiology etc
				Tractor drivers	Viticulture Degree helps Growsafe, drivers licence	Mechanical knowledge
				Vineyard workers		No experience required, willing to learn
Cheviot Rest Home	Aged Care	Sue Coleman	(03) 319 8727	Manager/owner	Registered Nurse, Post Graduate Certificate in Rural Primary Health Care & Palliative Care	Interest in food Interest in people
				Caregivers		
				Kitchen staff		
				Activities organiser		
				Team Leader (Second in Charge)	Workplace Assessor, National Certificate in Older Person Care	
Wai-iti Fresh Ltd	Horticulture	Emma McCracken	(03) 312 0411	Manager/Owner	Various qualifications are available from on work training, Horticulture Apprenticeships to Degrees in Agriculture or Horticulture Science at Lincoln or Massey Universities	All horticulture positions require hard working, adaptable individuals, that are willing to work in the outdoors. Team players and self motivated individuals are always in high demand in this industry. Strong communication skills are important as horticulture products are grown and sold throughout the world. Ability to change with new technology, policy changes in land use and food safety will also be key in the future.
				Mechanical		
				Harvesting		
				Tractor Drivers		
				Contractor Spraying		
				Supervisor		
				Administration		
				Contractors/Temps during harvest season		
CRT - Culverden	Retail - Agriculture Supplies	Adam Williamson	(03) 315 8692	Farmcentre Manager	Tertiary qualification preferred but not essential	Retail experience, staff management, customer service experience
				Technical Field Officer	Tertiary qualification preferred but not essential	Technical/practical experience in various agricultural fields
				Farmcentre Salesperson		
				Delivery Driver		