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As i am writing this it is currently 6 degrees and there is talk of snow within the next few days; winter is well and truly upon us.

That being said, even in winter Dunedin is without doubt one of the best little cities in the world, well the team at Select Recruitment think so at least. Dunedin is a vibrant city that is rich in history, innovation, culture and is also the gateway to Central Otago, the tourism capital of New Zealand (if not the world). Dunedin has a diverse business community across many sectors and we have Dunedin companies operating locally, nationally and internationally as market leaders.

Select Recruitment are the experts in recruitment, offering a constant stream of new employment opportunities to our valued candidates from these very companies. There are also a number of jobs that do not get advertised from these companies, this is because they are filled from our Candidate Talent Database. If you are looking for a change of direction and you are not registered with us I strongly recommend that you pop in and register to make it onto our talent database. From there if an opportunity pops up that is not advertised, we can match your skill-set to the opportunity.

If you have any queries about the registration process please check out select.co.nz/job-seekers/registration, give us a call on 03-4770873 or just pop in and see one of the team at Select Recruitment at Level 2, 330 Moray Place which is directly opposite the Countdown supermarket.

Have you checked out our Facebook page recently as we have a lot of activity on there at the moment including a clip of Dunedin with all of the iconic locations in this fantastic city, if you have not checked out this link; it's worth taking a look and feel free to also share this:

https://www.facebook.com/pg/selectrecruitment/videos/?ref=page_internal

Karen Bardwell - Managing Director

**YOUR NEXT OPPORTUNITY
MIGHT BE HERE!**
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MEET THE COMMERCIAL TEAM

Meet our commercial team, Marlene (left) our Senior Commercial Permanent Recruitment Consultant and Sam (right) our Commercial Temping Consultant. The commercial division covers administration, customer service, accounts & finance, marketing and sales. They recruit for all temporary and permanent roles; this can be one day assignments to ongoing work, contracts, permanent full and part time across many different sectors.

The commercial team look for candidates with relevant experience in various industries who are looking for a new opportunity, returning to the work force or recently graduated. Registering for commercial work with Select can provide candidate's exposure to businesses/roles that are possibly not advertised giving them other areas of opportunity in the market. If you are serious about making a change then you need to talk to Marlene or Sam today on 03-4770873 or check out the jobs they have available at select.co.nz/job-board.



OCTACAN APPEAL 2017

The team at Select Recruitment had a collection for the OCTACAN Appeal held in the Octagon. The team collected over 200 cans and dropped them down to Presbyterian Support Otago. These cans will be used at the Family Works Foodbank and this is a critical service that often ties people over until their next pay cheque and over 2000 children have benefited from their food parcels in the last 12 months. In the photo from left to right we have Helen our Office Manager, Gemma our Industrial Recruitment Manager and Lana from Presbyterian Support.



Select communication meeting for all industrial temp staff: 20 July 2017, Level 2, 330 Moray Place, 5.30 - 6.00pm

HAZARD OF THE MONTH: Manual Handling

Manual handling means any work task or activity that requires a person to use any part of their muscular or skeletal system to lift, lower, push, pull, carry, throw, move, restrain, hold or otherwise handle any object. In essence, it is any situation where the worker's body is used to carry out the work.

- Lift with your knees **NOT** your back
- **DON'T** pick up more than you can carry
- **BEND** your knees when lifting
- If it is too heavy ask for **HELP**
- **USE** a trolley
- If you are unsure...**ASK!! REPORT, REPORT, REPORT...**



Reminder:

The weather can cause havoc on our roads at this time of year not only snow but the early morning frosts and black ice – please ensure you walk/drive to the conditions – see attached link for tips: www.dunedin.govt.nz/services/roads-and-footpaths/winter-driving

USEFUL LINKS

business.govt.nz/worksafe Keep up to date with the New Regulations regarding the Health and Safety at Work Act.

habitatwork.co.nz An educational tool promoting self-help and problem solving for preventing and managing discomfort, pain and injury.

STRETCH FOR INDUSTRIAL WORKERS

STRETCH - TRUNK

- Stand with feet hip-width apart
- Reach up, clasp wrist
- Breathe in, as you breathe out lean sideways.



To view other helpful stretches visit <http://worksmarttips.co.nz>

WORKSAFE CODES OF PRACTICE

Codes of practice are documents that offer an approved method of achieving compliance with regulatory requirements.

www.worksafe.govt.nz/worksafe/information-guidance/guidance-by-industry/hsno/hsno-codes/completed-hsno-codes-of-practice-by-type



IMPORTANT REMINDERS TO ALL TEMPS

- To ensure you are paid on time you must have an accurate & signed (by your site supervisor) time-sheet to Select by **9.00am each Monday**.
- Ring immediately or at least 1 hour before you are due to start work if you can't attend work because you are sick (**a txt message is not acceptable**).
- Make sure you wear all safety gear (PPE) AT ALL TIMES. Regularly check the condition of your PPE gear and equipment eg: the soles of your steel capped boots.
- Report all accident/incidents immediately by ringing Select on **(03) 477 0873**.
- Follow all Health and Safety procedures on site.
- Ask your supervisor if you have any safety concerns and report any hazard immediately to help prevent accidents.



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