



Venture Taranaki Job Hunters Guide

If there's a service that you'd like added, please contact talent@venture.org.nz, and we will add it to the list.

CV Services

Your curriculum vitae (CV) will be critical to getting through to the next step of the recruitment process. There are many online resources that offer advice on updating your CV, as well as local providers who can help you make sure your CV shows your skills and abilities well.

Careers New Zealand website
www.careers.govt.nz

Bakertilly Staples Rodway
Offer professional CV and cover letter services for job seekers. The service focuses on showcasing your skills and ensures that you stand out from the crowd.
Tel: 06 757 3155,
Bakertillysr.nz

Purpose Careers
Qualified and experienced career advisors
Tel: 027 6409 354 or 027 2959 770,
www.purposecareers.co.nz

Seek
The Seek website offers some tips and advice on CV preparation
www.seek.co.nz/career-advice/

Venture Taranaki

Venture Taranaki's Ahead of the Curve webinar with Tim Carrington from Carrington Recruitment has great tips for job hunters

www.youtube.com/watch?v=JxVqzI5b1Co&feature=emb_title

www.carringtonrecruitment.com/

Venture Taranaki's International Education resource
study.taranaki.info/Study/International-Education/Welcome-to-Taranaki.aspx

Connected

Connected is a government website aimed at connecting New Zealanders with employers, retraining options, job hunting advice and business support.

www.connected.govt.nz

Some recruitment agencies can also help you with your CV as part of their registration process or as an added service.

Using your existing networks

Surveys have indicated that up to 80 percent of jobs are found through networking, not job advertisements. For this reason, your networks are the best place to start when looking for your next job opportunity.

Top tips on turning 'it's not what you know but who you know' to your advantage:

- If you're on Facebook or LinkedIn, don't underestimate the value of these networks. Ensure your profile is up to date with your skills and achievements, and post messages asking your friends and followers if they have a suitable opportunity available or know of anything coming up. If you're not on these channels yet, now is a good time to get started.
- If you've got friends or family members at other companies, ask them if they know of opportunities coming up, or to pass on your CV or recommend you to the Human Resources department. Don't feel embarrassed – networking is something successful people do all the time.

- Make it known that you're looking for opportunities and look for chances to showcase your skills. If you're in any social or hobby-based clubs, put word around, particularly if they're skill based, such as a car restoration club, for example.
- Follow every lead. If you hear of something, give the company a call or knock on the door. You've got nothing to lose.

Where to find job listings

Jobs are advertised in several places, so it's worth keeping an eye on all of the following. In most cases, you can set up alerts to send you an email when new jobs in your skill area or region, or both, are listed.

- The **Taranaki Jobs** website, facilitated by Venture Taranaki, lists vacancies in the region in one easy to find place. liveandwork.taranaki.info/jobs
- The **Government Jobs** website list opportunities across all the government departments. www.jobs.govt.nz
- **Seek** is one of the key online jobs listing sites and is worth checking regularly. You can search listings by classification (industry), region, keyword and salary band. It's free to register and you can receive alerts about new jobs. www.seek.co.nz
- The other main job listing site is **Trade Me Jobs**, which offers a range of search options across region, industry and salary. www.trademe.co.nz

- **Taranaki Daily News** can also be a good source of job opportunities that aren't always listed online. The Saturday and Wednesday editions generally have the most listings.
- For something a bit different, **Job Hop** is a Taranaki designed app focused on connecting job seekers with employers for temporary one-off jobs. This can be a great way to get a record with employers. www.jobhop.co.nz

Recruitment Agencies

Recruitment agencies are also worth registering with. Often this will involve a meeting where you discuss the opportunities you are looking for, and your career path to date. Each agency tends to specialise in a few core industries or type of work, so it can be beneficial picking the one or two agencies that best reflect the sector you're wanting to join.

The following is a list of agencies in Taranaki, with a brief overview of their areas of focus:

Adecco

For temporary and permanent placements in a range of industry sectors.

Tel: 06 759 4343.
www.adecco.co.nz

Allied Workforce (AWF)

For temporary staff placement into the labour, manufacturing and trades industries.

Tel: (06) 759 8073,
www.awf.co.nz

Carrington Recruitment

A Taranaki based recruitment company with specialist knowledge of the oil and gas, engineering and energy industries.

Tel: 06 757 5775,
www.carringtonrecruitment.com

Dare Contract Services

Recruits for the engineering and energy industries.

Tel: 06 759 0159,
www.darecontract.co.nz

GMA Consulting

Primarily recruits for executive level positions.

Tel: 06 758 0930

Programmed Integrated Workforce

For temporary and permanent placements in a range of industry sectors.

Tel: 06 758 9086,
www.programmed.co.nz

Tradestaff

Temporary and permanent placements to trades industries

www.tradestaff.co.nz

Onestaff

Recruitment for industry.

www.onestaff.co.nz

NES

Technical and engineering recruitment specialists providing staffing solutions (permanent and contract) within energy, construction, chemical, IT and manufacturing sectors.

Tel: (06) 758 6329,
www.nesgt.com

Minimum Wage

Is a site that matches job seekers with employers and shortlists candidates for roles.

www.minimumwage.co.nz





Self-employment

Another option could be to start your own business. To help you assess and progress your business ideas Venture Taranaki offers a free, confidential 1-hour Business Startup Clinic every Thursday at its New Plymouth office and monthly clinics in Stratford and Hawera. Bookings are essential

Tel: 06 759 5150 or

email: kayleen@venture.org.nz.

OTHER SUPPORT

A range of community support services are available to you and your family, offering information, support, advice and referral services.

- Work and Income may be able to provide financial assistance if you're struggling to support yourself or family. This can include help if you're not currently working or if you are on a low income.

Tel: 0800 552 002 or

www.workandincome.govt.nz

They also offer a job connect service, visit **www.jobs-during-covid.workandincome.govt.nz/hello**

- Taranaki Chamber of Commerce have an employment Project Manager whose role is to match job seekers with opportunities. Contact Brad Kisby
M: 021 471 320 or **Tel:** 06 759 9080

- Citizens Advice Bureau offers free and confidential information, advice and support service covering employment, Justice of the Peace, legal, budgeting, finance and tax services, as well emergency food assistance and consumer advice.

Address: Community House, 32 Leach Street, New Plymouth.

Tel: 06 758 9542,

www.cab.org.nz/acabnearyou/Pages/home

- Community Budget Advisory Service inc. is a free confidential, non-judgemental budgeting service. Service includes handy hints and tips on how to be proactive with your budgeting.

New Plymouth Address: Community House, 32 Leach Street, New Plymouth.

Tel: 06 758 5996 or

email: np.budget@xtra.co.nz

Hawera Address: 22 Union Street, Hawera.

Tel: 06 278-8448,

www.hawerabudget.familybudgeting.org.nz

- Engineering Taranaki Consortium (ETC) is well positioned to point you in the right direction when it comes to getting a job in this dynamic industry, with a wealth of sector knowledge and extensive contacts.

Tel: 06 759 1800

engineeringtaranaki.co.nz

- The New Zealand Inland Revenue website provides information and services related to taxes and social policy services including Working for Families Tax credits, income tax, child support and student loans.

Address: 52 Gill St, New Plymouth.

Tel: 0800 775 247,

www.ird.govt.nz

ONLINE ACCESS

Community Computer Access Centre

Provides free computer training and helps you grow your online and computer confidence.

Tel: 06 759 2149 or 022 165 3170

You can access computers and the internet for free at New Plymouth, Stratford and South Taranaki Libraries. Check out district council websites for opening times.

Relationships Services

Counselling and relationship education and support service.

Tel: 0800 RELATE,

www.relationships.org.nz

Migrant Connections

Helps people who have recently settled locally or newcomers to the district to access the information and services they need to live and work in the Taranaki district.

Address: Kings Building, First Floor 36 Devon Street West, New Plymouth.

Tel: 06-7591492,

www.migrantconnections.org.nz

The Taranaki Chamber of Commerce

Is a membership organisation that offers a range of business services, networking opportunities and advice.

Tel: 06 759 9080,

www.taranakichamber.co.nz

Taranaki Community Law Trust

An independent organisation providing free legal help for members of the public. Helping people work out what their legal problems are and working through the different choices and solutions available.

Address: 65 Devon Street West, New Plymouth.

Tel: 06 759 1492,

communitylaw.org.nz/centre/taranaki

venture
TARANAKI
Te Puna Umanga

TARANAKI
like no other

www.taranaki.info

Whilst Venture Taranaki has made every effort to include all Taranaki organisations and companies currently trading, we are not claiming this list to be exhaustive and take no responsibility for any omissions. Venture Taranaki always recommends the use, advice and assistance of professional services to ensure you meet your obligations.