

Recruiting for Oak Tree Labour Hire

Working In Partnership for Successful Employment Outcomes

Who is Oak Tree Labour Hire?
What does Oak Tree require in an applicant?
How do I refer a client to Oak Tree?



Who is Oak Tree Labour Hire?

Our Organisation

Oak Tree Labour Hire is part of the Pathway Trust Charitable group, which is committed to the successful integration of people with barriers to employment into the work force. We are also in business to provide the best service to our customers and to operate a profit in the long term.

Our Business

Oak Tree specialises in the unloading of shipping containers, also known as devanning. We also do some forklift and occasional general labour work.

Industry: We contract to Logistics Companies, Transport & Supply, and Warehousing & Distribution companies.

Location: Christchurch, mostly Hornby, Airport and Port Hills areas. Auckland, mostly South Auckland. N.B. Our workers will be required to travel to various sites. These sites may well vary from day to day depending on demand.

Work Type: Casual on call. Workers are paid contract rates per container.

Hours: These can vary. Workers must be available throughout the day. Typically starting times are 7 -8am (can vary). Hours per day average between 4-8 (again depending on our customers requirements).

Our Partnership with You

In order for us to realise our commercial and social objectives, we need to employ individuals who are talented, experienced and hard working. As our core group strengthens we become better positioned to successfully employ others that reach our social objectives.

We value you as our partners in employee recruitment and have created the process outlined in “How do I refer a client to Oak Tree” as a simple means to gain more successful outcomes for you, your clients and our team.

If you have any questions, please don't hesitate to contact us.



What does Oak Tree require in an applicant?

The position of a devanner is physically demanding and requires the following skills and attributes:

- Owns steel capped boots
- Has reliable transport (not public transport)
- Contactable by phone
- Reliable
- Honest
- Physically fit and strong
- Works well as part of a team
- Has a reasonable level of numeracy and literacy skills
- Self motivated
- Has command of the English language and good communication skills
- Must be flexible with work hours

How do I refer a client to Oak Tree?

There are just a few simple steps to take in getting prepared to refer a client.

- 1 Go to www.oaktreelabour.co.nz and click onto Need a job? Click onto agency referrals at the bottom of the page
- 
- 2 Assess your client using the “Oak Tree Agency Referral Checklist”. You can download this from www.oaktreelabour.co.nz.
 - 3 Complete the checklist and sign. If the checklist shows your client to be suitable for referring to Oak Tree, download the “Oak Tree Application for Employment Form” from www.oaktreelabour.co.nz and give to your client to complete.
 - 4 Once your client has completed this, fax or email both the “Oak Tree Agency referral checklist” and the “Application for Employment Form” to Oak Tree **Christchurch on 03 349 4066 or Auckland 09 579 6072.**
 - 5 Oak Tree Labour Hire staff will then assess the application and contact all suitable applicants for interviews.

Contact

Christchurch: Deidre McGowan, Customer & Staff Liaison, 03 349 4068 or 021 922 048, deidre@oaktreelabour.co.nz

Auckland: Rebecca Jansen, Administrator, 09 579 6073, adminauck@oaktree.co.nz

www.oaktreelabour.co.nz

