**How to write a job ad!** Well done on making the decision to add to your team. When recruiting for your new team member, it's important to create a new job ad **each time**. Save the ad in your drive/files for reference and to save candidates applications with.

Options for listing ads are Trade Me Jobs, and Seek. Depending on the role, you may want to use just one platform, or if you're looking for a senior in management, you may want to use both.

Don't forget to consider local training establishments if you're looking for a first year. Polytechnics and other tertiary providers. BCITO is also a great place to start and often free.

**Job Title**

**Location:** Specify City/Town/Suburb, e.g., Auckland, Christchurch
**Employment Type:** Full-Time/Part-Time/Contract/Temporary/Casual
**Salary:** Specify Salary/Hourly Rate or Range, if applicable, or "Competitive Salary"

*You do not need to list salary/wage if you do not want to - Please note, when you list on Trade me or Seek, you will be required to select the pay band this role falls in. It's your choice if you wish to show this on the ad, so make sure you tick or untick the box depending on your preference.*

### **About Us**

Write a brief, engaging introduction about your company. Highlight your values, mission, and what sets you apart. For example: "We’re a Kiwi-owned business specialising in top-quality trade, e.g., building, plumbing, electrical work. With a focus on reliability and craftsmanship, we pride ourselves on delivering exceptional results and building strong client relationships.

*Get Creative here. This is your opportunity to state what you want your business to be. If you're unsure, your website is a great place to extract text or you can use Chat GPT*

### **About the Role**

Provide a summary of the position. Mention the key responsibilities, the team environment, and the purpose of the role. For example: "We’re on the hunt for a hardworking - Job Title - to join our crew. You’ll be hands-on with - briefly outline core duties - , ensuring projects are completed on time and to a high standard. If you’re looking for a role where your skills are valued, this is it."

*If you're unsure of how much or how little to put here, a great place to start is by taking the first and last bullet point from each category in your position description. If you don't have a position description, you can download the Position Description template. Alternatively, you can google “Position Description for Job Title NZ”*

### **Key Responsibilities**

* Responsibility 1, e.g., Carry out specific trade tasks, e.g., framing, installations, repairs
* Responsibility 2, e.g., Work collaboratively with a team to meet project deadlines
* Responsibility 3, e.g., Ensure all work complies with NZ building codes and safety standards
* Responsibility 4, e.g., Communicate with clients and provide updates as required

*Your Position Description will also help with this section*

### **What You’ll Bring**

* Required Skill/Qualification 1, e.g., Trade qualification or relevant experience in - specific trade
* Required Skill/Qualification 2, e.g., Familiarity with tools and equipment used in - Specific Trade
* Required Skill/Qualification 3, e.g., Strong understanding of health and safety regulations
* Personal Attribute, e.g., A can-do attitude and a commitment to quality workmanship
* Optional Requirement, e.g., Full NZ driver’s license

*Add or remove as many as you want but keep it to 3/4*

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### **What We Offer**

* Benefit 1, e.g., Competitive pay and overtime opportunities
* Benefit 2, e.g., Regular training to help you stay at the top of your game
* Benefit 3, e.g., Supportive team environment with great banter
* Benefit 4, e.g., Modern tools and equipment provided
* Benefit 5, e.g., Flexible work options where possible

*Add or remove as many as you want but keep it to 3/4*

### **How to Apply**

Provide clear instructions on how to apply. For example: "Click ‘Apply Now’ or email your CV and references to - email address.

Applications close on - date

*Keep applications open for 28 days and make sure you review applications as they come in*

### **Additional Information**

Include any additional information about the role or application process, such as "Applicants must have the right to work in New Zealand." or "Successful applicants will be required to undergo a pre-employment drug test."

**Join us and take the next step in your career. We can’t wait to hear from you!**

See an example job ad below!

**Experienced Builder
Location:** Hamilton, Waikato
**Employment Type:** Full-Time
**Salary:** $32 per hour + work van + KiwiSaver Contributions

### **About Us**We’re a Hamilton-based construction company committed to delivering top-quality builds and renovations. Locally owned and operated, we’re all about quality craftsmanship, reliability, and creating a supportive team culture. If you’re after a workplace where your hard work is recognised and rewarded, this is the spot for you!

### **About the Role**We’re on the lookout for an experienced builder to join our tight-knit crew. This role offers plenty of variety, from residential builds to renovations and everything in between. You’ll take pride in your work, have a solid understanding of NZ building standards, and enjoy being part of a team that gets the job done right.

### **Key Responsibilities**

* Frame, install, and finish high-quality building projects.
* Work collaboratively to meet deadlines and ensure client satisfaction.
* Follow NZ building codes and adhere to safety regulations.
* Communicate effectively with the team and clients.
* Help mentor apprentices and share your expertise.

### **What You’ll Bring**

* Trade qualification in carpentry
* Tools and equipment relevant to the trade.
* Strong understanding of NZ building codes and safety standards.
* A team-oriented attitude and pride in quality workmanship.
* Full NZ driver’s license.

### **What We Offer**

* $32 per hour + a company work van.
* A supportive team environment where your skills are valued.
* Opportunities for upskilling and career growth.
* Stable, year-round work on a variety of projects.

### **How to Apply**

Ready to bring your skills to a team that values hard work and quality?
Click ‘Apply Now’ or email your CV and references to hireme@buildingcompany.co.nz.

Applications close on 01/05/2025.

**Let’s build something awesome together!**