

## About Us

We were initially founded to provide a variety of industries with quality contract labour services, that were flexible and easy to access.

Along with that came the drug and alcohol testing. As businesses evolve, we now offer a range of HR services, including office temping, full Recruitment and employment forms and templates.

We understand that your business is only as good as your staff and your staffing levels!!

We are passionate about ensuring that businesses not only have the right staffing levels, but they also have the right staff. You can be assured that with any service we provide, we will bend over backwards to ensure we not only fully understand your needs, but we also deliver on those needs.

Contact any of our staff, pop in and see us or give us a call on 03 577 9043.

## Our Team

**Campbell Brown - Labour Manager / Drug & Alcohol Analyst**

*campbell@opt4.co.nz / 021 713 621*

**Tamsin Clark - Office Manager / Drug & Alcohol Analyst**

*admin@opt4.co.nz / 021 240 0035*

## What Our Clients Say

*"We have worked with Opt4 for several years. The relationship is built on trust, good communication and a solid understanding of the positions which we desire to fill. Opt4 has been very responsive and partnered with us to place appropriate people within our organisation for both short and long term commitments. They understand our culture and strive to place a person that will enhance both our team and the candidates' ability. They are an excellent resource for our staff needs"*

**Stephen Gould, Production Manager, Dominion Salt**

*"Opt4 is a great company to work with when we need to supplement our existing staff. They are professional and always do their best when trying to find the right people in a timely manner"* **Willie Rae, Kaituna Sawmill**



Casual & Temp Labour

Drug & Alcohol Testing

Recruitment

Employment Forms

## You Can Find Us At

8/68 Seymour Street, Blenheim  
Roundabout of Seymour Street & Maxwell Road

Phone: (03) 577 9043

Email: [info@opt4.co.nz](mailto:info@opt4.co.nz)



[www.opt4.co.nz](http://www.opt4.co.nz)

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# Staffing Solutions Made Easy

## Casual & Temp Staff

Our team is dedicated to ensuring they provide you with quality contract labour and will make finding the right staff easy for you. Our casual and temporary workforce is perfect for when you require an extra set of hands, have someone away, or would rather use casual labour hire instead of employing directly. Benefits include:

- Available at short notice
- We manage all of the HR paperwork
- We comply with immigration
- We drug test employees at your request
- Competitive contract rates - includes ACC levies and holiday pay

## Drug & Alcohol Testing

We can manage all of your drug testing requirements. All drug testing is carried out following AS/NZS 4308:2008 Standards. Drug testing is now a must have in business; you need to ensure you have a safe site and that all staff are fit for purpose.

- Pre-employment testing
- Random testing programmes
- Reasonable cause testing
- Post-incident and near miss testing
- Rehabilitation
- Urine or saliva testing
- Alcohol breath testing
- Onsite or at our office
- Available 24/7 and at short notice

## Recruitment

We can manage your entire recruitment process, so you don't have to worry about a thing. Over the years we have fine-tuned our process as we know it is a tough market out there, and we need to find the best for our clients, and more often than not, quickly. Benefits include:

- Freeing up your time
- Better chance of finding the right person
- We offer a 3 month guarantee
- We complete thorough background checks
- Our skills and aptitude tests ensures you are getting the right person

## Employment Forms

We can provide you with a suite of HR templates for your business, whether it is a one off or a full review of your existing forms/contracts. When providing you with forms, we don't just lump you with a 'one size fits all', we fully customise these to suit you and your business.

- All employment agreements & schedules
- Job descriptions
- Induction packs, including induction manuals
- Employee reviews
- Performance plans
- Disciplinary letters
- Redundancy letters
- Policies

No extra costs like ACC levies, sick days, annual leave

We manage all HR aspects

We process the wages

We drug & alcohol test

You end the employment when it suits you

Why contract labour?

We sort the contracts

We can source at short notice

Flexible staffing levels for you

