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**Recruitment Advisors**

Website | [www.whmrecruitment.co.za](http://www.whmrecruitment.co.za) • Reg. nr | 2014 / 049853 / 07

*Because you are... we do things differently at WHM Recruitment Advisors. We understand that each client is Unique We focus on our service delivery and the individual requirements of our Clients and strive to uphold the highest level of service in the personnel agency industry.*

*WHM Recruitment Advisors offers our clients comprehensive solutions in all matters relating to talent management and the sourcing and recruitment of human resources. We specialize in:*

The Recruitment of Information Technology, Finance, Human Resources, Supply Chain and Logistics, Mining and Engineering personnel, on permanent, contract and temporary basis, from entry level to executive positions, for both local and international markets. For both employer and employee, the work place of the 21st century is a challenging one. Over and above globalisation issues, current South African labour legislation (the Acts relating to Skills Development, Employment Equity, Labour Relations, Basic Conditions of Employment) demands careful management of human capital.

The highly professional team at WHM Recruitment Advisors provides a service that is based on and complies with all relevant legislation. Although our company is not registered with the Association of Personnel Services Organisations of South Africa (APSO), we are in the registration process and we strictly comply with APSO's code of conduct and ethical standards.

All WHM Recruitment Advisors employees hold IPSC (Institute of Personnel Service Consultants) memberships, which require a mandatory examination (APSO Entrance Exam with the Association of Personnel Services Organisations of South Africa). Our company is thus built on the tenets of honesty, integrity and value for business and the lasting relationships we have developed with clients and candidates is a measure of our integrity, service excellence and expertise. More than that, we understand the need to establish a complimentary and synergistic match between client and candidate.

## **Why use WHM Recruitment Advisors?**

*We are a young, dynamic and vibrant company* fully in touch with the requirements of today's labour market in South Africa and abroad. From our black empowerment and equal opportunity credentials, to our understanding of the market's needs in our areas of recruitment specialisation, we offer outstanding service in a proudly South African spirit.

Our client base encompasses both the public and private sectors, spanning all industries and continents.

**Because you are...**

# Overview of services offered

## *Recruitment and selection*

Leading organisations know that competitive advantage stems from employing personnel of the highest calibre since key talent impacts on the bottom line. Helping employers to link business strategies to people strategies through tailored, cost-effective staffing solutions is one of our strengths. We are able to manage part or all of the placement process, depending on client requirements.

- Job profiling
- Advertising/advertising response handling
- Permanent and Contingency recruitment
- Contract or Interim Staffing
- Integrity assessments and verification of qualifications

In our areas of specialisation we have developed an intimate understanding of the industries in which our clients and candidates operate.

Corporate clients are assigned their own account manager whose business is to understand the client's needs and corporate culture, while also assuming responsibility for service quality. Through continuous research of market conditions, our consultants develop their knowledge and understanding of their individual markets. Our objective is to ensure that every position is filled by the right person efficiently and timorously.

## Details of services offered by WHM Recruitment Advisors

### *1. Recruitment and selection*

WHM Recruitment Advisors well-defined and multi-faceted approach is designed to identify and attract top talent who has the potential, competencies and skills which exceed our clients' requirements and who will assist an organisation in achieving its objectives.

We recognise that the effective recruitment of both permanent; contingency and contract/interim resources requires a good balance of recruitment skills and experience, access to specialised technology and a broad understanding of clients' requirements in multi-disciplined environments.

All aspects of our recruitment solutions are delivered on a fully integrated basis, including a seamless interface with our clients' processes and cultures.

WHM Recruitment Advisors strives to be a recruitment consultancy of choice. In satisfying our clients' resourcing needs, we employ a business model which incorporates the use of leading-edge technology and business tools for use by our skilled and multi-disciplined consultants. This includes targeting and attracting high-calibre candidates by having a constant presence in the market through advertising in appropriate publications relating to specialist skills.

#### *1.1 WHM Recruitment Advisors recruitment methodology*

We consult with clients to ensure that we have a precise understanding of their requirements for each individual position or contract. We take great care in selecting the correct people by addressing the exact requirements in terms of corporate culture and technical skills.

#### *Advertising/advertisement response handling*

WHM Recruitment Advisors will handle advertisement placing and the necessary follow-up procedures to responses, i.e. meticulously screening the resumés and putting forward only those individuals who have the appropriate qualifications and relevant experience to meet the requirements of the position.

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## *Interviews*

All applicants are personally interviewed by one of our experienced consultants using competency and behavioral methodologies.

## *Database search*

We have an extensive database of pre-screened applicants, both permanent and temporary who are looking for career advancement opportunities and contract/interim resources who are able to add immediate value to your organisation – we ensure that their skills level allows for speedy effectiveness.

## *Integrity assessments*

With the candidate's permission, we ensure that thorough reference, credit and criminal record checks are undertaken. In addition, the qualifications of all applicants are verified with the relevant learning institution, whether local or international.

## *1.2 Specialised recruiting areas*

WHM Recruitment Advisors places staff at all levels. Our contract and interim division is supported by a large database of qualified and experienced candidates and assignees, allowing us to recruit for permanent placements, contractors, project teams, consultants, etc. in accordance with the client's requirements. WHM Recruitment Advisors specialises in the following disciplines to name but a few:

### *Information Technology:*

- Business Analysis
- Database Administration
- ERP (SAP, PeopleSoft, JDE, etc.)
- Knowledge Management Services
- Network Support Services
- Project Management
- Software Development
- System Integration
- System Architects/Technical specialists

### *Financial:*

- Assistant Accountants
- Bookkeepers
- Chartered Accountants
- Company Secretaries
- Cost Accountants/ Managers
- Credit Controllers/ Managers
- Debtors/ Credit Clerks
- Financial Accountants
- Financial Directors
- Financial Managers
- Financial/ Business Analysts
- Internal and External Auditors
- Management Accountants
- Payroll Managers/ Administrators
- Project Accountants
- Tax Specialists

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### *Supply Chain and Logistics:*

- Procurement Consultants and Managers
- Supply Chain Consultants and Managers
- Logistics Consultants and Managers

### *Mining and Engineering:*

- Mining Managers
- Mining Engineers
- Contract Engineers and Managers
- Production Managers
- Section Managers
- Engineers – all disciplines
- Quantity Surveyors
- Mine Planners
- Banksman
- Onsetters
- Artisans
- Mine Overseers
- Shift Overseers
- Safety Officers

### *2. Advertisement Response Handling:*

WHM Recruitment Advisors publishes advertisements on behalf of clients within the national media and also international media if and when required. We assume full responsibility for the drafting & publishing of advertisements as well as the advertisement response handling process, which entails the screening of responses according to inherent requirements of each position and presentation of a pre-screened shortlist of suitable applicants for the client to interview.

## **Value-added services and community upliftment as part of the talent sourcing process:**

At WHM Recruitment Advisors we believe in being part of the economic solution for South Africa and being actively involved in the principles of Ubuntu.

Therefore, as part of rendering talent sourcing services to clients, we first and foremost recruit from the immediate local communities in and around the area of employment.

Furthermore, we also aim to employ people from the community on contract as our own employees and teach them recruitment and human resources management skills, in order to give back to the community as part of a skills transfer process.

Every project and client is unique, not only in terms of their recruitment needs, but also in terms of their corporate social responsibility inputs, and together with the relevant decision makers, this aspect of value adding can be discussed in more detail and customized in order to suit the client's specific requirements.

We recognise that the effective recruitment of both permanent/contingency and contract/interim resources require a good balance of recruitment skills and experience, access to specialised technology and a broad understanding of clients' requirements in multi-disciplined environments.

### **Management Executive:**

**Hennie Van Graan**

**Marco Entres**

**Cherise Swart**

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## Contact details

WHM Recruitment Advisors is based in Annlin, Wonderboom.

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*We look forward to being of service to you.*

**Because you are...**