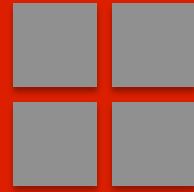


Adcam Recruiting Ltd

Smart Staffing Solutions



For all your recruitment needs



The Adcam Difference

Adcam Recruiting can help you find and secure the right staff for your business. We remove the headache from an often time consuming, costly and frustrating process.

We do this by offering a tier of services to help efficiently and effectively plug the gaps in your organisation, from permanent placements, to temporary staff, to business support services, we can help you maximise your potential and productivity.

Our approach is simple; we repay our clients' trust in us by dedicating ourselves without compromise to the optimal completion of each-and-every assignment. We pride ourselves on our work, and our ability to provide you with the best possible employment solution for your needs. Call us today to discuss your requirements.

Why Choose Adcam?

- ❖ We source our candidates through a complementary mix of traditional and modern methods, always tailoring the search to the unique requirements of your company and the job brief.
 - Traditional methods: Job adverts, Newsprint adverts
 - Modern methods: Social Networking, CV Parsing, LinkedIn Profiling.
- ❖ We find the perfect match, not just in terms of skill but in terms of 'fit' as well. Our consultants take time to really grasp and source everything you require.
- ❖ Our recruitment processes are based on high levels of rigour, respect and ethics.
- ❖ Our consulting team has a track record of delivering exceptional results.
- ❖ We are committed to being candid with you about the strengths and weaknesses of candidates; and to be candid with candidates about your role and organisation.
- ❖ We offer leading edge technology via our website, social media and database.
- ❖ We offer a guarantee covering every candidate we place
- ❖ We are 100% Eastern Bay of Plenty, New Zealand owned and operated.



**Permanent
Recruitment**

**Temporary &
Contract
Recruitment**

**Business Support
Services**

Our Specialties

We can source, and in many cases already have candidates that specialise across a wide range of sectors and disciplines including, but not limited to:

- | | |
|--------------------------|----------------------------|
| ❖ General Management | ❖ Personal Assistants |
| ❖ Office Administration | ❖ Sales & Marketing |
| ❖ Finance | ❖ Accounting |
| ❖ Frontline Reception | ❖ Human Resources & Policy |
| ❖ Data Entry | ❖ Legal |
| ❖ Stock Control | ❖ IT |
| ❖ Technical & Operations | ❖ Communications |
| ❖ Project Management | ❖ Call Centre |

**We
Specialise
in people**





Permanent Recruitment

8 Reasons you should consider Adcam for your next recruitment.

Cost Effective

Have you ever added up the *REAL* cost of undertaking your own recruitment, not just the obvious, upfront costs? Time to devise a position description, create an advert, sort through resumes, interview candidates, conduct reference checks etc. Your time equals money, and its easy to underestimate the time required to recruit a new employee, we estimate it is about 24 hours in total. So why not free up your time and reduce the hassle by letting us recruit for you - for a small percentage of the in-house cost.

We act as your advocate

When you recruit direct, you have no independent advocate going in to bat for you with the candidate, keeping in mind that quality candidates will almost always have other choices or offers on the table. Our recruitment consultants know how to most effectively present your job opportunity and company to candidates who may not have otherwise considered working for you.

Larger Pool of Quality Candidates

We have an established and well-maintained candidate database, which constitutes a search resource that otherwise, would not be available to you. We have on hand the availability, skills and expertise of over 400 candidates, including passive job seekers and out-of-towners who may be a better fit for your organisation than those who happen to be reading the paper on the day you place your advert!

Our Specialised Knowledge

Recruitment is our business and our expertise, we spend 100% of our time recruiting; writing job advertisements, reviewing CVs, identifying star candidates, interviewing and testing, so why not take advantage of this expertise to help you find your perfect employee match.

Fast, Effective Service

Recruitment is what we do - so we do it well, and we do it fast. Our consultants really have a passion for what they do and they know how to do the best possible job in the shortest possible time.

Low Risk - Replacement Guarantee

We are so confident in our consultants and methodology that we offer you a guarantee on all placements; we will replace or refund if the candidate doesn't work out, for whatever reason.

No time-wasters

We have become great judges of integrity and character, and save you the hassle of sorting the quality candidates from the time-wasters. When we send our candidates for you to interview, they will be briefed, prepared and enthusiastic about the role you are offering.

Skills testing and assessment tools

Anyone can say anything on a resume, but with our tailored testing we can assess candidates' skills and competencies applicable to the position, which greatly improves the chances of an effective hiring decision being made.



The Recruitment Process

❖ Client Brief

We have learned that understanding your company culture is as critical to finding the 'right fit' for you as the skill set itself, so we begin by meeting with you to learn about your company and role.

❖ Define Strategy

We work together to outline a recruitment strategy for your role.

❖ Database Search

Using the latest in recruitment technology we search our established roll of candidates to find a match to your brief.

❖ Advertising

If the right candidate is not on our database, we determine the most appropriate advertising strategy from a range of options including print, jobsites, social networks, and partner agencies.

❖ Short Listing

We sort through applications to prepare a short list, and then personally interview each candidate taking care to explore all areas relevant to your particular requirements.

❖ Skill Testing

We then use a variety of skills and personality assessment tools to provide fast, effective, evaluations of candidates.

❖ Reference Checking

All our candidates are then thoroughly reference checked. At request we offer more thorough testing such as: credit, qualification and police checks.

❖ Final List

Finally we narrow the shortlist down based on interview, testing and references, ruling out anyone who did not meet the criteria.

❖ Presenting Candidates

We provide you with a written profile summary for the top potential candidates (usually three) including their resumes, and our summary containing references, skill test results and consultant overview.

❖ Arranging Interviews

You choose who you wish to interview from the candidates we provide, and we then liaise with the chosen candidates to arrange interviews at your convenience, ensuring they are prepared and fully briefed about the exact nature of the position and your company's background and culture.

❖ Negotiating Offers

Following selection we assist with the negotiation of offers right through to the successful completion of the placement.

❖ Communication with unsuccessful applicants

We take care of communicating with all unsuccessful applicants at all stages of the application, in a constructive and diplomatic fashion, saving you time and stress.

❖ 3 Month Guarantee

We are so confident in our processes and candidates that we offer a 100% refund or replacement guarantee.

Temporary Staffing



Are you experiencing a surge in business, or have a big project on the go, and need an extra set of hands, but are reluctant to hire someone permanently?

Our temporary staff are the perfect solution to help with a wide variety of business tasks, allowing your business the flexibility of meeting current demand without the commitment and cost of a permanent placement.

We can provide your business with temporary staff who are reliable, have the appropriate skills for the job and importantly who 'fit' with your existing staff. All of our temporary employees have been through a stringent interview, reference check and approval process before being recommended to clients.

Advantages of Hiring Temp Staff:

IMPROVE PRODUCTIVITY: Bringing in temporary workers to handle work overload can prevent employee burnout of full-time staff, thereby improving current staff morale and productivity.

DECREASE COSTS AND PAPERWORK: Temp staff are employed by us, so we take care of all the normal employment costs, including paying wages, ACC, PAYE, Holiday pay, Statutory Holiday Pay, Sick Pay and Kiwisaver Contributions. You simply get a GST invoice weekly at the agreed hourly rate for the temporary employees that have been working with you, its that simple.

INCREASE FLEXIBILITY: Temporary employees can be brought in to cover the vacation of an employee or maternity leave. Contracts can be for as little as a few hours a week or as much as full-time hours for a 9 month maternity leave contract, its entirely dependant on your needs.

Contact us with a brief, and we will put our best candidate for your requirements forward. Please note that for long term temp assignments, the process is the same as a permanent recruitment.

Help Wanted

Business Support Services



Do you have a requirement that exceeds your current staff's skill levels or availability, but isn't quite enough to justify hiring a temporary employee? We have in-house staff who can help you with your requirements at competitive prices. We offer solutions for:

- Photocopying
- Scanning
- Faxing
From
\$10 *per half hour*

- Typing
- Transcription
- Proofreading
From
\$15 *per half hour*

- Spreadsheet Design
- Desktop Publishing
- Social Networking
(Facebook/ LinkedIn)
From
\$20 *per half hour*

- Presentations
- Database Updaing
- Online Research,
Analysis & Reports
From
\$25 *per half hour*

Contact us to discuss your needs and prices, extra charge applicable for urgent requirements.

Prue Gray

Prue is Managing Director of Adcam, purchasing the company in 2003. She has a Degree in HR Management and has lived in Whakatane for twenty-five years. Prue has the experience and knowledge to offer your company a wide range of HR, Recruitment and Office Support services.

Email Prue at: prue@adcam.co.nz



Leanne Somerville

Leanne joined our team as a Recruitment Consultant in 2011, bringing with her over 10 years of recruitment industry experience. She is a fountain of knowledge and expertise and leaves no stone unturned, and with her bubbly outgoing personality is able to put everyone at ease.

Email Leanne at: admin@adcam.co.nz



Contact Adcam



21 Quay Street, Whakatane 3158

PO Box 134, Whakatane, 3158

www.adcam.co.nz

07 308 5030

07 308 5033

