



# TEMP AND PERMANENT STAFF RECRUITMENT

Pro Talents Recruitment is a passionate and honest recruitment agency dedicated to meeting the staffing needs of employers by sourcing talented, enthusiastic, motivated and loyal employees who deliver maximum ROI every time!

We work to high standards and we work with highly talented candidates. We are utterly confident in our choice of candidates and we are certain that they'll perform to their best ability to fulfil our client's needs. So much so, we offer a number of unique unconditional commitments to our clients:

- **Quality Staff Guarantee:** We find you the best staff possible through our vigorous recruitment process. We advertise, screen, interview, reference check and provide you with a short list of candidates with the skill, experience and attributes you require.
- **Best Value For Money Guarantee:** Our placement fee is set at the lowest among the market rates. Please contact us for a quote.
- **100 day 100% Money Back Guarantee:** If our permanent placement terminates due to performance related reason within the first 100 days and we are unable to refill your vacancy, your entire fee is refunded.
- **Risk-free:** We charge a recruitment fee only after a successful placement and even then, you have 100 days to satisfy yourself that the candidate is right for your business.
- **Temporary Recruitment:** We have Temps to help you meet deadlines, special projects, back-fill positions when staff are on leave or to cover peaks in demand for as long as you require them. You pay one weekly invoice to us and we, as the employer, take the responsibility for all on-costs such as, Payroll Tax, Worker's Comp, Superannuation and PAYG.
- **Try before you hire:** If you want to hire a permanent staff member but want to make sure you find a suitable person before making a long-term commitment, why not trial a temp, first! Upon successful trial, we will help you convert the temp staff into permanent placement. Placement fee for temp-to-permanent engagement will be reduced by 1% from our quoted permanent placement fee for each completed calendar month worked on an assignment.
- **International Talent Pool:** We also have bilingual candidates who can broaden your client base in new markets and increase customer satisfaction. We can also assist you in recruiting foreign talents under 457 Skilled Working Visa.
- **Maximum ROI:** We find you the best staff possible within your budgeted salary who are highly productive and loyal. We have top graduates who are willing to work for a reasonable salary during probation period to minimise your hiring risks.

We specialise in the recruitment of professional support staff mainly in Accounting and Information Technology sector. Please send us the job specifications for your current vacancy so that we can start our recruitment process straight away and present you with the short-listed candidates for your consideration. We are the experts in recruiting:

Accounts Payable Officers  
Accounts Receivable Officers  
Bookkeepers  
Credit Control Officers  
Payroll Officers  
Assistant Accountants  
Part Qualified Accountants  
Accounting Graduates



Multimedia Developers  
Software Programmers  
Software Testers  
Network Administrators  
Database Administrators  
Helpdesk Operators  
Support Technicians  
IT Graduates

Try us out and we will certainly try and exceed your expectations! For further information, please call us on 1300 79 80 69 or visit us at [www.protalentsrecruitment.com.au](http://www.protalentsrecruitment.com.au) or email us at [info@studyandwork.com.au](mailto:info@studyandwork.com.au).



# TEMP AND PERMANENT STAFF REQUEST FORM

## Company Details

Company:

Contact Person:

Address:

Phone:

Email:

No. of Employees:

Website:

Year Established:

Product/Service:

## Placement Details

Job Title:

Start Date:

Placement:

Temporary

Duration in weeks

Permanent

Type of work:

Part-time

Full-time

Work Hours:

Supervisor's Name:

Pay Rate:

Job Description: (add extra page if required)

Key Requirements:

Computer Skills:

Transport:

Public

Own Car

## Interview Details:

Date:

Time:

No of Candidates:

Interviewer: