

Final Trim Recruitment Professional & Technical SERVICE OVERVIEW

Specialising in permanent and temporary placements of office support staff and white collar professionals to medium and large sized enterprises, Final Trim Recruitment is a leading national recruitment company.

www.finaltrim.com.au



PERMANENT PLACEMENTS



FIXED TERM CONTRACT



TEMPORARY & CASUAL

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OVERVIEW



Welcome to a New Generation in Recruitment

FTR - Professional & Technical is the sister company of Final Trim Operators which is an established WA-owned and operated contract recruitment company providing operators and labourers for small, medium and large-scale projects in and around Perth.

FTR - Professional & Technical is a highly motivated company in its respective fields and understands the critical nature of filling open vacancies with efficiency, innovation and a consultative approach.

We are your partners in permanent and temporary placements.

As a leading Australia-wide recruitment agency, we understand the cost effectiveness of hiring the right people, at the right time, for the right opportunities. To be true leaders, we believe recruitment agencies should be innovative and malleable so we utilise a range of leading search and targeted recruitment techniques.

All of our consultants have a proven industry track record in recruitment in their particular areas of expertise, taking the guess work out of the recruitment process and providing you with a valuable knowledge resource to leverage at your request. People are our passion, and your business is our focus.



AREAS OF SERVICE

Our Services

FTR - Professional & Technical prides itself in operating from a flexible platform consisting of a portfolio of services that can be tailored to meet your company's staffing needs across all divisions and departments.



Permanent Recruitment

Contingency: This full recruitment service offers an extensive process that starts with the Client position briefing and finishes with the appointment of candidates coupled with ongoing candidate care to ensure they settle well in to their new role. We work closely with our Clients to recognise the key attributes sought in searching, screening and selecting the right candidate. We ensure our candidates match our client's requirements for skill and experience while complimenting their existing work and cultural environment.

Retained: Final Trim Recruitment offers an exclusive permanent recruitment service provided the Client wishes to engage us on a retained basis. Our recruiters work very closely with the Client and will take their time and use an agreed methodology to find the best person for the job. The process is rigorous with a shortlist of anything from three to ten names being presented before interviews commence. We will present five candidates with the perfect skills, location, salary etc. from which the Client will make their selection.

AREAS OF SERVICE



Our Services cont..

Pro-Rata / Fixed Term Contract Staff

A Client may require staff engaged for a fixed tenure or pro rata basis rather than on a permanent basis. Certain vacancies may come up when existing staff need to take a defined amount of leave (eg maternity leave, long service leave) or for positions or candidates on a trial basis. This allows for consistency of staff productivity and minimisation of the effects and costs of casual staff turnover through the uncertainty of work duration. This is charged on a pro-rata calculation based on the term of the contract.

Temp to Perm Staff

Temporary with view to permanent is a popular option for most companies that are looking to recruit permanent staff but want to minimise the risks, costs and exposure which too often come from an uninformed hiring decision. Final Trim Recruitment will recruit a casual employee who meets the personal and position profile criteria for the permanent vacancy the Client has available, advising the candidate of the potential for the position to go permanent dependent on their suitability. Final Trim Recruitment will payroll the casual for an agreed trial period (after which no fee will be applicable if the Client decide to make an offer) allowing the Client to assess their suitability before the possible offer of permanent employment.

Casual Staff

White Collar & Blue collar experienced casual staff are available on an hourly hire basis from as little as four hours thru to a permanent casual all year round arrangement. Ideal for coverage of sick leave, maternity leave, and annual leave or simply just to cover peaks in work flow. Whether it's a last minute emergency or a planned staffing requirement Final Trim Recruitment has casual staff ready to help you.

JOB STYLE GUIDE



Positions Available

OFFICE SUPPORT

Across the majority of all industries and professions

Administration, Secretarial, Executive Assistant, Marketing Assistants, HR Assistants, Database Management, Clerk, EA, Clerk.

ACCOUNTING

Across the majority of all industries and professions

Payroll, Accounts Payable/Receivable, Credit Control, Financial/Management Accountants.

MANAGEMENT

Across all areas

Human Resources, Accounting, Sales, Operations, Manufacturing

OH&S

WHS Managers, WHS Advisors/Officers & Administrators, Safety Auditors, Trainers, Occupational Hygienists & Health Advisors Risk Assessors,

LOGISTICS

Across all departments

Drivers, HR/HC/.MC. Administrators, Logistics Co-Ordinators, Store persons, Forklift Drivers

TRADES

EG'S: Plant Operators, Boilermakers, Steel Fixers, Welders, Carpenter, Bricklayers, Pipe-Layers, Electricians, Riggers etc.

TECHNICAL & PROFESSIONAL

Operations Managers, Project Directors, Construction Managers, Project Managers, Site Managers, Site Superintendants, Supervisors, Engineers, Estimators, Senior Estimators, Quantity Surveyors, Contracts Administrators, Document Controllers, Environmental Managers, HSE Advisors, Health & Safety Reps, Personal Assistants, Procurement Managers, Office Administrators, Lead Estimators, Site Administrators, Civil Drafters

ADDITIONAL SERVICES

Additional Human Resources Services

- Employee Inductions
- Pre-employment medical testing
- Online training (ELMO)
- Site specific inductions
- Developing Position Descriptions
- Behavioural Assessments
- Discreet Client Advertising
- Employee Rewards & Recognition Schemes
- Award Interpretation
- Occupational Health and Safety Consultation
- Project Based Large Scale Recruitment
- Outsourced Payroll Services
- Resource Planning
- Management of existing workforces

We also welcome the opportunity to carry out a **price comparison** for you to compare with your current provider.



Please feel free to contact us for a full set of Terms and Conditions.