



A trading name of JPTM Holdings (Pty) Ltd.

Thank you for downloading our brief description of the company.

Globe Recruitment (GR) is a privately owned and registered with the Department of Labour and we follow the guidelines of APSO (the Federation of African Professional Staffing Organisations). We are committed to the uplifting and improving the professionalism of the labour recruitment industry in South Africa. We are a team of professionals in the recruitment industry with years and years of experience and we strive to give our clients exceptional and honest, service in finding the right people for their company.

We know how frustrating and time consuming it can be trying to find the right people for your Company whilst all the other work requires your undivided attention.

This is when **Globe Recruitment** could come in handy and save a lot of time, expense, and work, with the whole process of recruitment. With our professional expertise we could find you that perfect employee(s), at a reasonable cost and with our superb reliable service. We have a wide range of candidates in our database at all levels, or we can locate the ideal person required.

Our services

Full recruitment

We provide our service in a well-structured, quick and professional manner to minimise your time.

The entire candidate searching and screening process for the **full recruiting services** is FREE OF CHARGE until the right candidate(s) is/are found, (only pay on results) and then you get a 3 month guarantee. All we ask as it is free, is that you give us feedback in a couple of days so we can either find another candidate or arrange an interview.

Our services for full recruitment include – main points

- CVs and whole screening process at our cost, until after you choose a candidate. (you agree to give fast feedback)
- Besides other industries we specialise in Finance, Retail and Hospitality
- A three-month probation period for the full service of recruitment.
- CV recommendation and credit/criminal and other record checks (if specifically required by the company) – at a small additional cost.
- If necessary, we travel to your office to review your candidate requirements.

Full Recruitment -- charged upon acceptance.

We do the full recruitment process, all advertising costs will be FREE, you would normally receive a minimum of 2 selected CVs, **GR** will interview them before CVs are sent out to you. We will arrange an interview schedule for you. A probation of three months would be provided, - provided the invoice is paid on time.

If the client changes its mind after a suitable candidate has been found by **GR** and sent to the company. IE: For instance the company decides to recruit internally -- 50% of full recruitment fee would be applicable.)

**Phones: 021 300 1314 or 021 761 6949
Company registration 2013/112979/07**

Operations and registered office: 37 Wolfe St, Wynberg (Chelsea) 7800, Cape Town, Republic of South Africa.

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Other services are Contract people, Temporary People, Basic pre-selection of CVs, Advanced selection of CVs, Head Hunting

- Contract People – Rate will be per month / day.
GR finds the people, contracts them, and looks after all the admin work.
GR provides timesheets for the contracted personnel. The Client just pays the weekly/monthly invoice.
- Contract People
GR finds the people, the client contracts them and looks after all the admin work
GR invoices for the length of time contracted on a cost plus 25% of contracted personnel.
- Temporary People – Rate will be per month
Temporary People would normally be on a fixed monthly basis. (IE to cover maternity leave).
- Head Hunting
The Client requests us to approach an employee in another company with a view to working with them. Negotiations are handled confidentially and with care. **No** guarantee would be provided with this service.
- International Contracting of specialised Personnel
Through our partners in London UK, we can source **any specialist contract personnel** in **any industry** from **Aircraft, oil, gas, LNG etc.** Send us your requirements – job description, qualifications required, duration of contract etc. and we will get back to you immediately.
- Retrenching staff
Let us find your staff who are retrenched new positions so that they can leave and start another job without being out of work. It helps both ways.

**** Thank you for taking the time to review our services. Please give is a call for more information. ****

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