

EXECUTIVE SECRETARY APPOINTMENTS



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**VIVIENNE MINES
ASSISTANT BRANCH MANAGER
SECRETARIAL RECRUITMENT**

Upper Ground Level Lakeside Place
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tel 615 7907 fax 615 7907

EXEC - TEMP
THE
SPECIALIST DIVISION
OF EXECUTIVE
SECRETARY
APPOINTMENTS

TEMPORARY DIVISION

'THE EXEC-TEMP DIFFERENCE'

The specialist division of EXECUTIVE SECRETARY APPOINTMENTS for temporary secretaries at all levels.

Our EXEC-TEMP division provides a quality, efficient and reliable temporary staff service with minimum fuss and optimum results.

We are able to supply temporary secretaries (EXEC-TEMPS) for a wide range of jobs for short, medium and long-term assignments at very short notice, covering:

1. Executive secretaries
2. Shorthand secretaries
3. Dictaphone typists
4. Junior secretaries
5. WP operators
6. Personal assistants
7. Girl Friday / receptionists

WHY USE TEMPORARIES?

Temporary secretaries today are more professional, knowledgeable and flexible than ever before. They are a cost-effective staffing resource when permanent staff are on leave, during short-term overloads, maternity leave, re-location, and in the event of uncertainty over future staffing levels.

THE EXEC-TEMP SECRETARY

The calibre of our temporary team ensures an immediate and useful contribution to your company. Our team is selected for secretarial competence, a positive attitude and sound experience. References are thoroughly checked and we monitor temps' performance by asking clients for regular feed-back. We work closely with leading secretarial colleges so that we can train or cross-train our temporaries in the skills our clients require, and to keep them up-to-date with the latest word processor software packages.

THE BRIEFING

The client simply makes a telephone call. To ensure your complete satisfaction, the more details you give us the better. We need to know the skills and personality type of the

secretary you require, as well as the facts about the work she will be doing and for whom she will be working. It is also essential for us to know the equipment and software packages she will be operating.

YOUR PROTECTION

All EXEC-TEMPS are fully insured and come with a one-day GUARANTEE. For full details, see our Terms of Service overleaf.

WITH WHOM WILL YOU DEAL?

Our counsellors are specially chosen members of staff. One of their strengths is the close contact they develop with both clients and EXEC-TEMPS. Our counsellors have undergone extensive training in personnel selection and are continually kept up-to-date with market changes by attending regular seminars. They have the ability to build and keep a team of loyal temps and are therefore able to provide you with an effective and ongoing service.

EXTRACT FROM TERMS OF SERVICE

All EXEC-TEMPS assigned to our clients are employees of EXECUTIVE SECRETARY APPOINTMENTS. As their employer, EXECUTIVE SECRETARY APPOINTMENTS pays them on a weekly basis, deducts PAYE and UIF contributions and administers all their statutory entitlements.

1. CHARGE

The hourly rate chargeable for each EXEC-TEMP is advised to the client at the time the assignment is arranged.

2. HOURS OF WORK

The hours an EXEC-TEMP works must be recorded daily on the EXECUTIVE SECRETARY APPOINTMENTS standard time sheet. The hours must be certified by the client at the end of each week, or on the last day of a midweek assignment. On the basis of these certified hours, the EXEC-TEMP will be paid wages and the client will be invoiced at the rate advised. There is a minimum charge of

four (4) hours to compensate our EXEC-TEMP for time and expenses incurred.

3. OVERTIME

Time worked in excess of 8 1/2 hours per day from Monday to Friday, and any time worked on a Saturday, will be charged at a premium of 50% (ie. 1 1/2 times the basic hourly rate advised). If the EXEC-TEMP is required on Sundays or public holidays, the premium will be 100% (ie. double the rate).

4. ONE-DAY GUARANTEE

The client undertakes to supervise the EXEC-TEMP(S) assigned to the client to ensure his/her satisfaction with reasonable standards of performances. Each EXEC-TEMP is assigned with a ONE-DAY GUARANTEE. This means that should the client find an EXEC-TEMP to be unsatisfactory, the client may notify EXECUTIVE SECRETARY APPOINTMENTS within the first day of the temporary starting, and no charge will be made. Immediate arrangements will be set in motion to assign a suitable replacement.

5. TEMPORARY TO PERMANENT

Should an EXEC-TEMP be employed under any temporary or permanent arrangement by the client (or a company, firm or individual associated with the client, or to whom the client may introduce her) within a period of six months of the termination of any temporary assignment through EXECUTIVE SECRETARY APPOINTMENTS, the client, will be liable for a placement fee on the same basis as our permanent division.

6. ACCOUNT PROCEDURE

Invoices for EXEC-TEMPS represent weekly labour disbursements by us. Our terms, therefore, are strictly "Nett 7 days".

7. CLIENT PROTECTION

To protect clients, EXECUTIVE SECRETARY APPOINTMENTS maintains a Fidelity Policy to cover loss of money or goods by reason of any act of fraud or dishonesty up to R100 000 on each EXEC-TEMP, and a Public Liability Insurance providing indemnity against legal liability for death or injury to third parties or damages to third party property, up to R1 000 000 on any one accident.

N.B. FULL TERMS OF SERVICE AVAILABLE ON REQUEST.

EXECUTIVE SECRETARY APPOINTMENTS

BRANCHES:

JOHANNESBURG

35th Floor
Carlton Centre
Commissioner Street
Johannesburg 2000
Tel (011) 331-8443

BRUMA

Upper Ground Level
Lakeside Place
Queen Street
Bruma 2198
Tel (011) 615-7907

SANDTON

1st Floor
Sandton City Office Tower
Sandton 2146
Tel (011) 783-4551

CAPE TOWN

10th Floor
Sanlam Golden Acre
Adderley Street
Cape Town 8001
Tel (021) 21-6244

EXECUTIVE SECRETARY APPOINTMENTS



EXCLUSIVELY
FOR
SECRETARIES

PERMANENT DIVISION

OBVIOUSLY DIFFERENT

Since 1971 EXECUTIVE SECRETARY APPOINTMENTS has been providing a comprehensive, professional and efficient recruitment service for secretaries only — at all levels of experience.

We attract a complete range of secretarial candidates and are therefore able to assist clients with recruitment requirements for:

Executive Secretaries	Personal Assistants
Shorthand Secretaries	WP Supervisors
Dictaphone Secretaries	Junior Secretaries
WP Operators	College Leavers

IN THE FIRST INSTANCE

We like to have as much information as possible about your company and about the vacancy, as the more we understand about you and the nature of your business, the easier it will be to find the type of secretary you require. Ideally, one of our consultants will visit you in your office to discuss your vacancy. Where there are time constraints we will discuss the vacancy fully over the telephone.

THE CANDIDATES

We interview candidates thoroughly in terms of their experience, personality, qualifications and aspirations. Where relevant, their secretarial skills are tested.

Many candidates come to us through recommendation or in response to extensive, ongoing advertising campaigns. This means we are able to maintain a large database of immediately available candidates. We are also in contact with a large number of leading secretarial colleges which recommend high calibre college leavers to us.

OUR CONSULTANTS

At EXECUTIVE SECRETARY APPOINTMENTS our consultants are themselves highly qualified and experienced secretaries and therefore fully understand your needs. Each consultant is trained in all aspects of good recruitment practices. You deal with only one person, as each consultant looks after their own group of clients so that rapport is established and continuity maintained. Successful selection very much

depends on listening to both clients and candidates and understanding their needs. Our consultants understand and act upon this principle. Our consultants are not paid commission and therefore their only interest is ensuring that both the candidate and the client are satisfied.

OUR CLIENTS

Throughout the course of the recruitment process, we feel a strong sense of responsibility towards our clients. We monitor and can advise you on salary trends within the secretarial environment. We keep you informed regularly of the progress we have made regarding your vacancy. Our offices are available for your convenience to conduct interviews for maximum confidentiality. The measure of our success is the number of clients who keep coming back.

PERMANENT DIVISION TERMS OF SERVICE

FEE STRUCTURE

The fee becomes due only when a selected applicant actually commences employment. Our consulting and placement fee is based on a percentage of the successful candidate's anticipated first year's salary. This does not include bonuses, cars and other benefits.

SCALE OF FEES (effective from 30/9/91)

Annual Salary	Fee (Calculated on Annual Salary)			Guarantee Period Percentage Rebate		
	Percentage Fee excl. VAT	VAT at 10% of fee	Percentage Fee incl. VAT	1 month	2 months	3 months
Up to R17 999	12,5%	1,25%	13,75%	60%	50%	40%
R18 000 and over	15%	1,5%	16,5%	60%	50%	40%

By accepting details of, or interviewing or engaging a candidate introduced by EXECUTIVE SECRETARY APPOINTMENTS in a position offered, or any other position, the client agrees to be bound by these Terms of Service.

1. The fee which is paid by the client arises and becomes due for payment when the person introduced commences employment in any capacity — temporary or permanent — with the client company or a party to whom the client introduces that person.

2. GUARANTEE

EXECUTIVE SECRETARY APPOINTMENTS offers a three-month guarantee subject to the guarantee being validated. The guarantee is validated by the full fee being paid within 30 days of the applicant commencing employment.

Should an employee hired on the recommendation of EXECUTIVE SECRETARY APPOINTMENTS leave for any reason other than redundancy within the guarantee period, the client is entitled to a replacement or a rebate. To take into account the differences in salary between the first person employed and the replacement, the original charge will be credited in full and the new fee calculated on the replacement salary. Should the client not require a replacement, and providing the Guarantee has been validated and the original candidate has left within the Guarantee period, the client will qualify for a rebate according to the scale of fees above.

3. There is a limit of one replacement per original job specification.

4. Should you, the client, defer your hiring decision and the EXECUTIVE SECRETARY APPOINTMENTS recommended candidate is hired within six months of referral date, EXECUTIVE SECRETARY APPOINTMENTS is entitled to the full fee and will invoice the client accordingly.

PLEASE NOTE

If the client does not validate the Guarantee, and the candidate leaves the client's employment within the Guarantee period, the client will **NOT BE** entitled to a replacement or rebate.

APTITUDE AND PSYCHOLOGICAL TESTING

If required by clients, arrangement can be made for selected candidates to be tested by a registered industrial psychologist. The professional fee — according to the tests required — will be advised at the time, and will be for the client's account.

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KATIA KYRIAKOU B Com (Wits)
NATIONAL OPERATIONS DIRECTOR

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P O Box 6542
Johannesburg
2000

Drivers Galore

975-0537

Tracy Tedman

Gayleen Baxter - Operations
Director 3337105.

TRIPLE A

ACCOUNTANCY PERSONNEL

KATIA KYRIAKOU B Com (Wits)
NATIONAL OPERATIONS DIRECTOR

Triple A Accountancy Personnel (Pty) Ltd
P O Box 6542 Johannesburg 2000
Branches: Jhb tel (011) 331 1831
Bruma tel (011) 622 1740
Head Office: tel (011) 333-7105 fax 333-6653



KATIA KYRIAKOU B Com (Wits)
NATIONAL OPERATIONS DIRECTOR



Senior Citizen Employment Agency
(Pty) Ltd

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