



who we are...

Helderberg Personnel was established in 1998 by Marie-Louise Harrison and Anna-Mart le Roux. Marie-Louise was involved in the personnel department of a national institution where she performed a wide range of personnel functions. Anna-Mart completed her Masters degree in Psychology at the University of Stellenbosch in 1998. Juan-Marie joined our team in 2002. She completed a 3 year National Diploma in Public Relations at Witwatersrand Technikon in 2000. Our background has proved to be invaluable in providing a high standard of recruitment, screening, evaluation and placement of candidates.



what we offer...

- A consultant from *Helderberg Personnel* will visit your company to establish your specific needs concerning the vacant position.
- *Helderberg Personnel* will endeavour to provide your company with a suitable candidate by means of our extensive data base and/or the advertising media.
- The identity of your company will remain confidential at all times.
- The relevant candidates will be screened and interviewed regarding your requirements.
- The Curriculum Vitae's of relevant candidates will then be forwarded to you. *Helderberg Personnel* will arrange interviews with the short listed candidates and yourselves.
- We shall contact you at regular intervals to assess the successful candidate's progress.

We have successfully placed candidates in the field of admin, secretarial and financial, as well as technical, sales and marketing staff. Our extensive database of candidates enables us to provide an efficient recruitment and selection process which includes permanent and temporary assignees which are available immediately.

Our goal is to provide a professional, comprehensive service to all our clients. We would be happy to meet with you to discuss your specific requirements. We trust that we could be of service to you in the future.



Your consultant...

Anna-Mart le Roux

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Reduce staff turnover. ...

*Personnel – well suited to your industry
and company culture.*

Staff enjoying job satisfaction.

Staff not outgrowing your organisation.

Staff keeping up with the growth of your organisation.

Reference checked and backed with guarantees!

TERMS AND CONDITIONS: 2012

By interviewing and or employing a candidate who has been referred by Helderberg Personnel, the client automatically accepts these terms and conditions. Should a candidate be employed in any capacity as a result of introduction by *Helderberg Personnel*, the following fees are applicable and due for payment by the employer. In the event that a candidate is successfully placed by Helderberg Personnel and is then retrenched or made redundant, the full placement fee will be due for payment.

RATES (EXCLUDING VAT)

Permanent positions:

- Annual Salary Package up to R59 999 per annum : 12% of annual salary package
 - Annual Salary Package of more than R59 999 per annum : 15% of annual salary package
- Annual Salary Package refers to the person's total cost to the employer, which includes bonuses, fringe benefits, 13th cheques and allowances.

Temporary positions:

- 25% of monthly salary or hourly rate, payable in arrears at the end of each completed month or time period of the assignment or fixed term contract.

In the event of a temporary assignee becoming a permanent employee during or after the fixed term contract or temporary assignment, the permanent placement fee will come into effect.

Permanent Placement after completion of a temporary contract through Helderberg Personnel:

- 10% of annual salary package

APPOINTMENT AND RE-APPOINTMENT FEE:

- In the event of the client appointing or re-appointing a candidate within a period of six calendar months from the date of introduction or termination, a full fee shall, in accordance with the terms of this agreement, become due and payable.

TERMS: Fees are payable on receipt of invoice.

GUARANTEE:

Applicable ONLY if fees are paid within ten days of invoice date. In the event of the candidate terminating employment within the first 3 months, *Helderberg Personnel* will provide a replacement candidate. This guarantee does not apply if the employer or employee terminates employment due to redundancy, retrenchment, or owing to a breach of the employment agreement, which causes the candidate to resign.

LIABILITY:

Helderberg Personnel shall not be liable or responsible for any loss or damage sustained by the client arising directly or indirectly as a result of any action by candidates placed with the client. *Helderberg Personnel* does not accept liability for any form of misrepresentation or misinformation provided by the candidate to *Helderberg Personnel* or to the client.

Any changes made to these Terms and Conditions need to be in writing and signed by *Helderberg Personnel* and the client.

We would like to thank you for the opportunity to be of service to you and your company...

I, the undersigned, as duly authorised representative of the company, hereby accept the terms and conditions of *Helderberg Personnel* as set out above:

_____ Date

_____ Name (Print)

_____ Company Name

_____ Signature

... for the placement of quality temporary and permanent staff ...



CLIENT INFORMATION SHEET

Full Name of Company: _____

Type of Company: Closed Corporation PTY (LTD) Sole Trader

Other: (Please specify) _____

Company Reg No: _____

Company VAT No: _____

Physical Address: _____

Contact Person: _____
(for invoice purposes)

Billing Address: _____

