



UNIQUE HUMAN RESOURCES AND RECRUITMENT SOLUTIONS TAILORED TO SUIT YOUR NEEDS

Many agencies can find you a suitable staffing candidate, but we don't stop at recruitment. We challenge you to experience the difference...

CA MANAGEMENT SERVICES – THE KEY TO SUCCESSFUL STAFF RECRUITMENT

Few business decisions are as challenging as choosing the people who will work in your organisation.

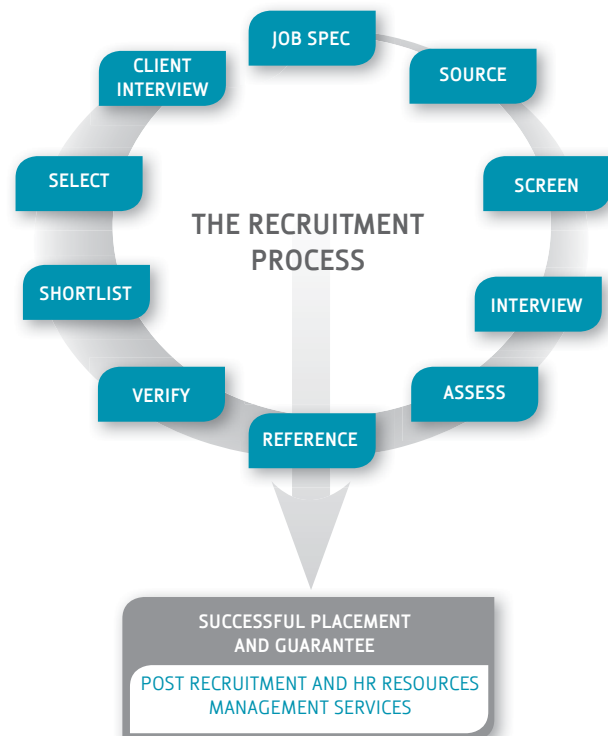
CA Management Services offers you the best possible selection platforms and the peace of mind that we are a highly regarded organisation with a solid track record in all aspects of recruitment and Human Resources Management (HRM).

Specialising in providing accounting, office and white collar recruitment, CA Management Services guarantees the quality of all its recruits.

Our unique 10-step recruitment process ensures only those candidates who meet your qualification and aptitude requirements are short-listed. It also means that any prospective recruit is totally familiar with your software systems, ensuring they are productive immediately.

The same processes are applied whether you are looking for a temporary placement for just one day or a new permanent member of staff.

THE CA MANAGEMENT SERVICES 10-STEP RECRUITMENT AND HRM PROCESS EXPLAINED IN MORE DETAIL



Successful recruitment leads to successful long term relationships with people who are compatible with your company's goals.

Human Resources Management

Post recruitment assistance to help your business grow

At CA Management Services, we have been helping businesses grow since 1986.

Our HRM module is a proven formula and is assisting clients to reduce staff turnover, improve moral, increase productivity and build a dynamic culture for the business to grow and flourish.

From being your external HR consultant, writing job descriptions, developing KPI or conducting an exit interview, we have the expertise and know how to assist your business.

Our HR business check list will highlight just some of the ways we work with clients to grow their business.

Selecting the right person for the role is just laying the foundation. For the relationship to flourish and transcend into higher productivity and engagement, you will need to provide the right working environment and best practice commitment. We can show you how.

WHETHER YOU NEED TEMPORARY OR PERMANENT STAFF, CA MANAGEMENT SERVICES HAS THE RIGHT PERSON

Temporary placements

Business fluctuations can often create the need for temporary personnel.

CA Management Services can provide you with motivated and highly qualified temporary staff, ensuring your business operates at maximum efficiency during times of heavy demand or when permanent staff are on annual or sick leave.

Our recruitment processes ensure that the applicants shortlisted for placement are matched to your needs and expectations.

In addition, every temporary placement has direct access to our help desk at no charge to the client.

Our rates are negotiable to suit the needs of your business and in the unlikely event you are unhappy with the person, we offer a free replacement.*

* conditions apply

Permanent recruitment

CA Management Services are specialists in meeting your permanent staffing needs.

All our applicants are put through a unique 10-step recruitment process to ensure their suitability to the position. We then provide an obligation-free short list and interview, with no fees payable until an offer of employment is made.

Our on-going free replacement policy is a highly regarded feature as it eliminates the risk of getting the wrong person.

Our latest training facilities ensure our recruits will be immediately up to speed with your accounting, administration and computer systems.

We understand that each client is different and offer flexible terms to suit the needs of your business.

Our Post Placement Program has proved to be very successful. We continually work with clients to nurture the employee/ employer relationship, including writing job descriptions, exit interviews and performance appraisals.



Human Resources Management

Your organisation health check

- Best practice methodology
- Development of HR Strategy
- Review and creation of employment contracts
- Implementation of performance management systems
- Coaching and team development
- Change management and organisational structuring
- Exit interviews and induction
- KPI setting and compliance audits
- Employee surveys
- HR policies and procedures
- Job and competency profiling
- Project management
- HR outsourcing and manuals
- Certifications and training
- Occupational Health and Safety
- Recruitment processes



**CA MANAGEMENT
SERVICES PTY LTD**

88 Burswood Road
Burswood WA 6100
PO Box 590 South Perth WA 6951

T: (08) 9470 9922

F: (08) 9470 9955

E: hrconsultant@caman.com.au

www.caman.com.au

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