

CLIENT RELATIONSHIP

1. First and foremost we endeavour to take the risk out of the recruitment process for our clients.
2. We source candidates through advertising in the relevant media, by word of mouth and when more complex assignments demand it, through Executive search and research.
3. We follow correct recruitment procedures in accordance with the LRA of 1996 and strive to assist you to meet your equity targets.
4. We see ourselves as an extended arm of your business and would like to know you and your company personally.
5. We thoroughly interview each candidate and make use of targeted selection interview techniques.
6. We thoroughly reference check candidates and do criminal, credit and qualification checks where these are inherent job requirements.
7. We brief suitable candidates on your company and your particular skill requirements before referring them to you for an interview.
8. We take care when selecting candidates to meet your skill requirements and attempt to meet your company culture.
9. We require no interim payment and offer a 3 month guarantee, taking the risk out of the recruitment process for you.
10. Our aim is to develop and maintain an ongoing professional relationship with our clients.

CANDIDATE RELATIONSHIP

1. As most of our business is repeat business, we often recommend our high level candidates to top clients.
2. We conduct detailed personal interviews and take care in the presentation of your CV. In this manner, we secure that vital first interview at the client.
3. We inform you of where your CV will be sent before taking any further action.
4. We ensure that you have all the relevant information that you need before attending an interview.
5. You will be kept updated on your progress to concerning interviews.
6. We assist you in all negotiation processes to secure a job.
7. Finally, our aim is to develop and maintain an ongoing relationship with our candidates.

*Invest in the Specialists
to Balance your Budget*



Accounting and Financial Recruitment Specialists

COMPANY PROFILE

**YOUR
CONNECTION TO
PROFESSIONAL
FINANCIAL
RECRUITMENT
SOLUTIONS**

**TEMPORARY
AND
PERMANENT STAFF**

Please contact us on:

Tel: (011) 315-9900

Fax: (011) 315 9966

associates@smithgarb.co.za

www.smithgarb.co.za

WHO ARE WE

Smith Garb is a small Professional Specialist recruitment company.

We established ourselves in the market place in 1998. Collectively we have over 100 years experience in the recruitment industry.

We specialise in Accounting & Financial Recruitment both temporary and permanent.

Sourcing and placing high calibre candidates throughout South Africa. We pride ourselves in our quality of service ensuring every position is filled by the right person timeously and effectively.

We have a reputation for our excellent service and take care in developing lasting relationships with our clients and candidates.

We are proud to say Smith Garb has been awarded **BBBEE** status through **EmpowerDex** in line with the Department of Trade & Industry's code of good practice.

Our strengths lie in the ability to source highly skilled BEE candidates.

We promote previously disadvantaged candidates, which is approximately 75% of our Temp payroll.

We strive to further the careers of these candidates into permanent positions throughout commerce and industry.

Tel: (011) 315-9900

E-mail: associates@smithgarb.co.za

OUR MISSION

We provide a long term personalised professional service to our Valued Clients and Candidates alike.

We facilitate a total business solution recruitment process, connecting business needs to suitable qualified / experienced candidates.

We enhance the success, growth and development of businesses and individuals.

Our business philosophy is based on strong ethical values of integrity, honesty, dedication and transparent communication.

MEMBERSHIPS

Smith Garb is a member of the:

Association of Personnel Service Organisations of South Africa (APSO)

and comply strictly with its code of conduct and ethical standards, which are set and regulated for the recruitment industry.

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OUR SERVICES

- Continuously supplying top calibre **Temporary** Accounting & Financial staff at competitive rates.
- Well established in the recruitment of **Permanent** Accounting & Financial staff.
- International contract recruitment with specific focus in the Sub-Sahara Africa.
- Executive search for highly specialized positions.

Categories of Recruitment

- CFO / Financial Directors
- Group Financial Managers
- Financial Managers
- Company Secretaries
- Tax Specialists
- Financial / Business Analysts
- Management Accountants
- Financial Accountants
- Internal Auditors / Managers
- Payroll Managers / Administrators
- Credit Managers
- Cost Accountants / Managers
- Assistant Accountants
- Bookkeepers
- Credit Controllers
- Debtors Clerks
- Creditors Clerks
- Cashbook Clerks

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