



THE SOLUTION

for all **staffing** needs



www.cgreruitment.com.au | 1300 723 133 | office@cgreruitment.com.au

ABOUT US

VISION To be the solution for all staffing needs.

VALUES

- PASSION
- COMMITMENT
- ENTHUSIASM
- POSITIVITY
- ENCOURAGEMENT
- PERSEVERANCE
- PROFESSIONALISM

At CG Recruitment, we believe the future of our business rests on our people and in the supportive environment that we provide for our team.

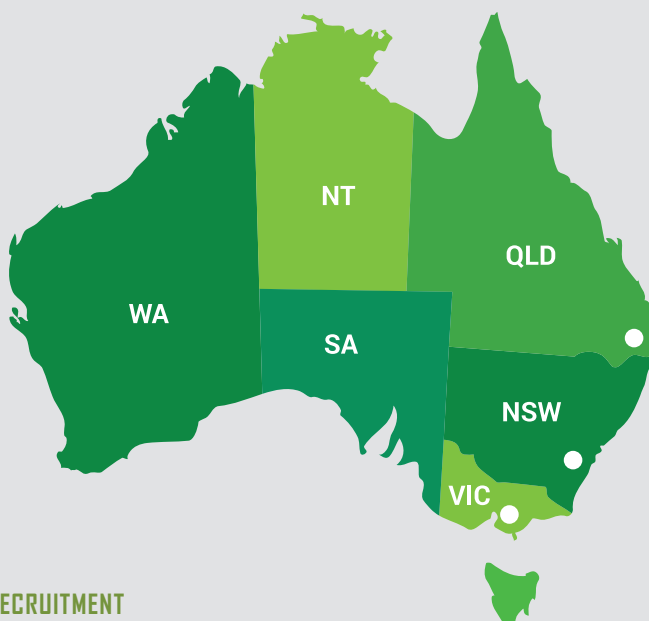
We provide training, development, and encouragement to ensure our team members feel valued which increases staff quality and ensures our clients and candidates get the best possible recruitment services.

COMPANY PROFILE

As a family owned business, we seek to partner with clients with the aim to support their staffing needs in both short and long term projects. We pride ourselves on our community presence, personalised quality service, and staff who are specifically recruited to meet our clients' needs.

The team at CG Recruitment holds over 30 years experience and has dealt with many industry leaders in the food and general manufacturing, transport and distribution, engineering, corporate, retail, sales and marketing, events and exhibitions, construction, and mining and industrial industries.

Since inception, we have grown substantially and currently provide national companies with skilled staff in numerous fields. Due to our extensive wealth of experience, we have the capability to assist with a variety of roles in blue and white collar industries. Our exemplary customer service and superior staffing solutions make us the preferred supplier for many businesses.



OUR OFFICES

BRISBANE (HEAD OFFICE)

Unit 1, 50 Richland Ave
Coopers Plains QLD
AUSTRALIA 4108

SYDNEY

Suite 4, Level 2
8 McFarlane St
Merrylands NSW
AUSTRALIA 2160

MELBOURNE

107, 15-87 Gladstone St
South Melbourne VIC
AUSTRALIA 3205

OUR SERVICES

- TEMPORARY RECRUITMENT
- CONTRACT STAFF
- PERMANENT RECRUITMENT
- BULK RECRUITMENT
- CANDIDATE SOURCING
- CANDIDATE TESTING AND ASSESSMENTS
- CASUAL CANDIDATE POOL MANAGEMENT
- INDUSTRIAL RELATIONS
- LOCAL, NATIONAL AND INTERNATIONAL RECRUITMENT
- OCCUPATIONAL HEALTH AND SAFETY
- ADVERTISING
- SITE BASED TRAINING AND INDUCTIONS
- ACCOUNT MANAGEMENT
- PERFORMANCE MANAGEMENT
- MEDICAL CHECKS
- POLICE CHECKS
- PAYROLL SERVICES
- BUSINESS INTELLIGENCE REPORTING
- CUSTOMISED INDUCTIONS
- OUTPLACEMENT
- PERSONAL PROTECTIVE EQUIPMENT

▶ Our strong track record shows that we provide the highest quality recruitment service on a national basis from our offices in Brisbane, Sydney and Melbourne. We have long-standing relationships with a diverse range of customers and consistently provide creditable services to meet our clients' needs.

CONTACT 24/7

1300 723 133
office@cgreruitment.com.au

Our standard office hours are Monday to Friday, 8:00am to 5:00pm. However, our business is contactable 24 hours a day, 7 days a week.

Outside of business hours a dedicated consultant, with the knowledge of your business, will be able to assist you.

ACCOUNT MANAGEMENT PLAN

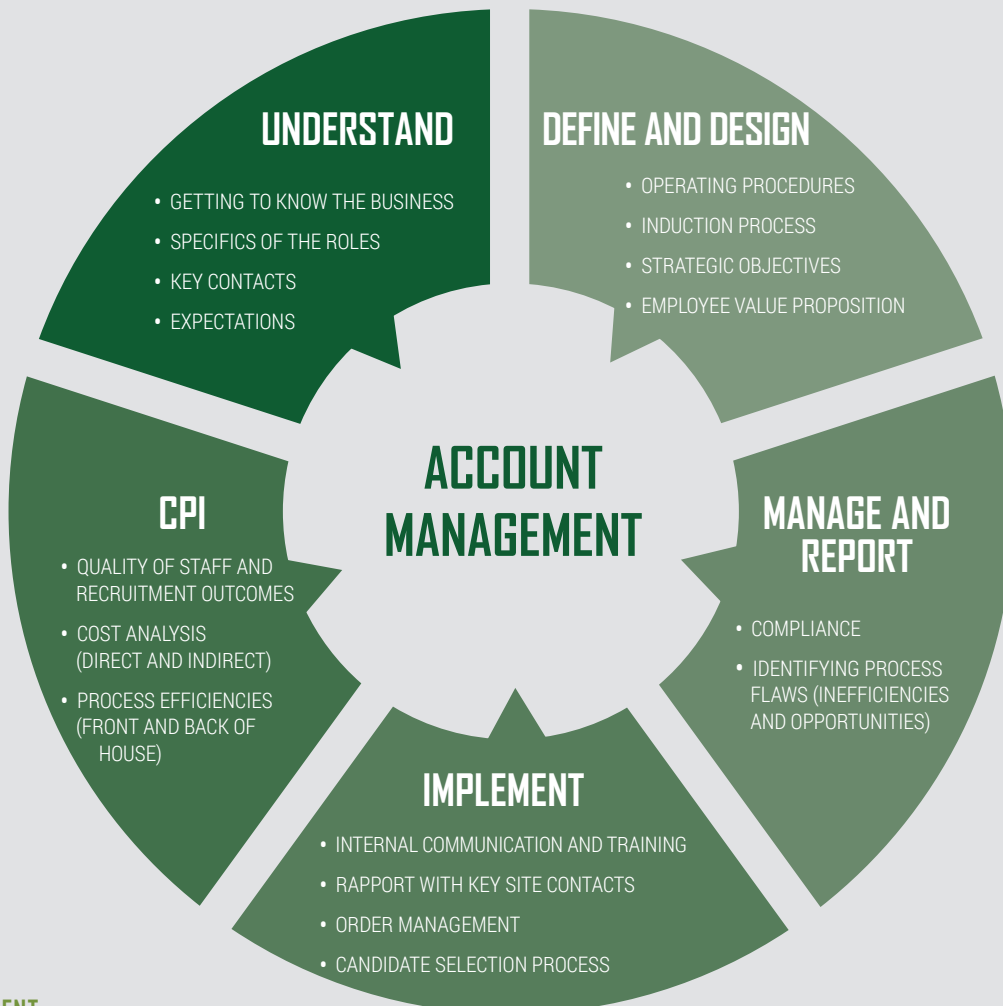
CG Recruitment is committed to delivering a solution that will continually provide you with the highest quality staff. We deliver a straight forward process that is extremely user friendly for your hiring manager and Human Resources Department.

Our proposed account management plan is to regularly assess and document key measures of all aspects of our service provision in order to evaluate our performance against service level agreements. This plan is designed to address requirements and concerns as they arise ensuring any issues are dealt with immediately and efficiently.

CG Recruitment's account management plan will have the flexibility to adapt to your company's needs should there be changes required. This may include further revised induction processes and procedures, the inclusion of new roles, sites or services, and/or training for candidates and staff, along with establishing and maintaining relationships with key employees.

CG Recruitment will deliver and communicate our account management plan through the following initiatives:

- Scheduled on-site visits of our casual staff and key personnel from our account management team, as well as monthly, quarterly and annual review sessions, at your discretion.
- Documented feedback communicated on completion of all assignments, or prior to the commencement of a new assignment.
- On-site tool box talks, casual staff meetings and regular one-on-one meetings with our employees.
- Invaluable feedback throughout the process and identification of areas for improvement.
- All information is reviewed and acted upon by both our account managers, executive stakeholder and operational resources.



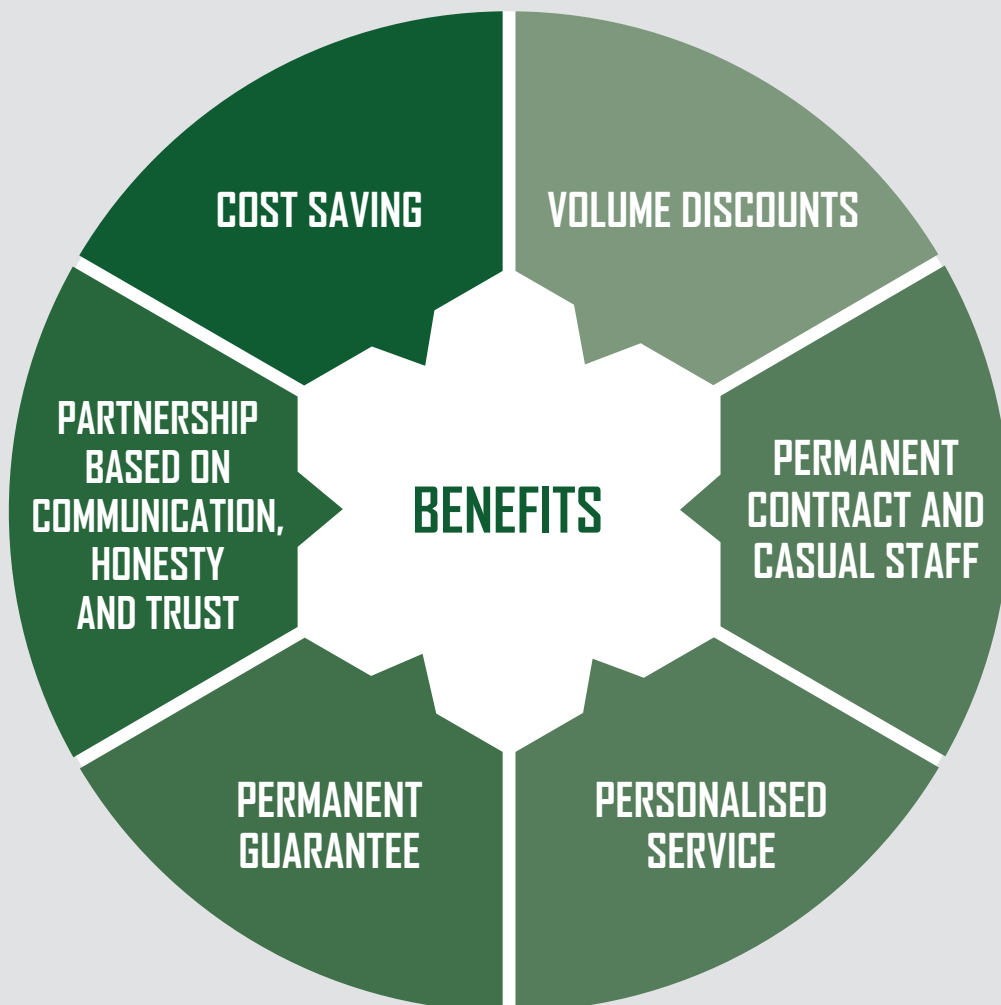
BENEFITS OF USING OUR SERVICES

- Cost saving solutions with a package tailored specifically for your staffing needs.
- Outstanding preferred supplier and volume recruitment discounts.
- Ability to assist with permanent, contract and casual staff.
- Personalised and skilled candidates specifically recruited to your needs.
- All permanent placements come with a three month guarantee period. This may be shortened or extended to suit your needs.
- We pride ourselves on a partnership based on communication, honesty and trust.

We offer tailored training packages to add value to our clients' experience.

These may include:

- Conducting inductions at our office or on site.
- Documented industry monthly/quarterly training topics.
- Industry specific training where needed.
- Safe work monitoring surveys with our candidates on site.



OUR DEDICATED TEAM

We value your business and have invested significant resources in building a team across Australia with the knowledge and understanding of your requirements. The CG Recruitment support team is on-call to deal with your queries 24 hours a day, 7 days a week from our offices located in Brisbane, Sydney and Melbourne.



ALI CEMO
Managing Director

Ali established CG Recruitment after a decade of working in the recruitment industry. Ali started his career working for a small national recruitment firm that was associated with one of Australia's largest transport and distribution companies at the time.

In 2005, he moved to a larger Australian company as the dedicated key account manager where, for three years, he assisted with the successful growth and development of the business. He learned the importance of tailoring services to customer needs, building relationships, and providing value added services. From here, to experience the full spectrum of the industry, he moved to a global recruitment company. For three years, he worked as the national business development manager and was responsible for key accounts, while acting as a branch manager.

Ali has been involved in all facets of labour hire and contract and permanent recruitment, while ensuring his knowledge of all current human resources and industrial relations policies and legislations are exemplary and adhered to at all times. He has acquired a commendable knowledge base of industry processes and procedures and is able to provide a personal, professional, and reliable service to all clients.



SELINA ROWE
QLD Operations Manager

Selina manages the overall operations of the temporary staffing division consisting of approximately 200 casual candidates throughout Queensland.

Her role also includes support and management of the internal CG Recruitment team of full time staff located in Coopers Plains. Her role is diverse and includes all facets of the business' day-to-day running from client account management to contract management, ensuring all recruitment processes are followed and adhered to while working closely with the owners of the company.

Her career highlights include overseeing the Greek House (House of Hellenes) during the 2012 Olympics in London where she dealt with the logistics and security planning as well as organising events for the British Royal Family and members of parliament.

Selina has a keen interest in human resources as well as business development. She is excited to be part of the CG Recruitment team and its future growth.

OUR RECRUITMENT PROCESS

CG Recruitment has refined the recruitment process to seven successful steps. This process may be adjusted to suit both permanent and temporary recruitment, and is used as a strict guideline.

STEP 1. Profile and position brief	CG Recruitment works with your company to understand your specific needs and to offer advice.
STEP 2. Candidate attraction and selection advertising	CG Recruitment tailors all advertisements to your business' specific requirements and advertises through a range of channels including internet and newspapers to attract the best candidate
STEP 3. Screen and reference candidates	We assess candidates based on a selection of criteria before conducting in-depth reference checks to determine the candidate's capabilities and suitability for each role.
STEP 4. Interview and evaluation	Face-to-face interviews with candidates are conducted so that we may assess their suitability for the specific role. Behavioural, capability and experience based questions are used in the interview to determine if the candidate is the right fit for the role and the company.
STEP 5. Shortlist and present candidates	Candidate details are delivered to you only after we are satisfied that they meet your company's specific needs. The details submitted to you may include but are not limited to resumes, reference checks and completed forms specific to your inductions.
STEP 6. Place candidates	CG Recruitment is happy to work with the needs of your company for a successful placement and can conduct necessary client and position inductions prior to the candidate's commencement. Our team believe in going above and beyond; and are highly renowned for providing immediate starts for our clients with all necessary quality assurance and legislative measures covered.
STEP 7. Follow-up and review of candidate's	CG Recruitment conducts follow-up discussions with the candidates we place. As a minimum, our account manager meets with candidates on site and then follows up with them during scheduled phone calls, site visits or occupational health and safety reviews. The follow-up service allows us to build a strong rapport with our placed candidates and ensures that we are placing the right candidates in the right roles.

TESTIMONIALS

SEBASTIAN, QUEENSLAND MANAGER, EVENTS INDUSTRY

"CG Recruitment has supplied our company with casual labour hire over the past seven years. The booking process is stress-free and the quality of candidates has always been of a high standard. Our company's operational hours vary greatly and CG Recruitment is always on call 24/7 to accommodate every request."

DARREN, SHIFT MAINTENANCE SUPERVISOR, CASUAL LABOUR HIRE EMPLOYEE

"I'd like to thank Ali and his team for their professionalism during my time with CG Recruitment. Their professional attitude towards inducting new recruits on site was second to none. I wish you and your agency all the best and will not hesitate in contacting you again if looking for employment. I'd also recommend you to others."

DANILO, CASUAL LABOUR HIRE EMPLOYEE

"I would like to send my sincerest thanks to all of the CG Recruitment team for trusting me and having me on board with your agency since November 2014. Working for CG Recruitment has allowed me to find job security and obtain hope for my family's future which was at stake when I lost my previous 17-year position. Once again, thank you."

STEVEN, GENERAL MANAGER, MANUFACTURING INDUSTRY

"CG Recruitment are thorough in screening their candidates and offer excellent back up support. If there is a problem, they quickly find you another pre-screened candidate with minimal disruption to the business. We have maintained a very high level of candidate retention when they have recruited for us over the past five years."





RECRUITMENT

BRISBANE (HEAD OFFICE)

Unit 1, 50 Richland Ave
Coopers Plains QLD
AUSTRALIA 4108

SYDNEY

Suite 4, Level 2
8 McFarlane St
Merrylands NSW
AUSTRALIA 2160

MELBOURNE

107, 15-87 Gladstone St
South Melbourne VIC
AUSTRALIA 3205

NATIONAL CONTACT

Phone 1300 723 133
Fax 07 3277 8881

PO Box 5297, Alexandra Hills QLD
AUSTRALIA 4161

office@cgrecruitment.com.au
www.cgrecruitment.com.au

Stay in touch

We hope that the information we have provided is sufficient for your needs. Should you have any queries, please do not hesitate to contact us directly. Thank you for your time and the opportunity to present our capabilities. We hope to be able to help you with any of your recruitment needs in the future.