

New Selection of Staff for
HR, Financial & Office Support Industry

PROFESSIONAL



CAREER SERVICES

Established
1983

**FINANCIAL MANAGER, OFFICE MANAGER,
HR**

Negotiable

QAC124295

Currently doing B.Com HR Management. Experience gained in various industries. Has worked in Africa. Strong Admin skills. Pastel, Quickbooks, Sage, AccPac, Syspro. Available in Pretoria and JHB areas. Currently doing B.Com HR Management. Experience gained in various industries. Has worked in Africa. Strong Admin skills. Pastel, QuickBooks, Sage, AccPac, Syspro. Available in Pretoria and JHB areas.

SENIOR ACCOUNTANT

R780,000

QA133840

With 21 years accounting experience split between auditing, accounting, financial management and the running of a large fabrication plant this Qualified by Experience Senior Accountant will add value and make a difference to any Company. A professional member of both the SA and UK Institute of Chartered Secretaries and the SA Institute of Business Management he has strategically contributed positively to all previous Companies. - Gauteng

PERSONAL ASSISTANT

R300,000

WA136052

A competent and energetic applicant with a vast background of experience in the various sectors. Competent of her Secretarial skills and ability to organise and pro-active in her approach. A high energy individual, loves the busy rush and commotion in her job. Is good at what she does and very much capable to get the job done. No nonsense kind of person.

OFFICE MANAGER

R320,000

QD136039

A professional individual with a stable track record in the Construction sector and having gained invaluable experience in a number of aspects of his work. High energy level and productivity. Currently looking to secure permanent employment with a reputable company where he can prove to be an asset to a future employer who sees the value of his experience having worked in Portugal and Africa to there advantage. Immediately available to be interviewed.

EXECUTIVE ASSISTANT

R252,000

WAA135769

An executive Secretary/ Assistant, she comes across as professional and well groomed. A lovely character and personality and coupled with the experience she has gained working at Executive level and understands the urgency of deadlines and what it takes to sustain yourself at top management level. Able to interact comfortably at all levels. Computer literate on MS Office. Stable track record. Experience in the Construction, Insurance, Property and FMCG sectors. Looking to secure preferably permanent employment with a reputable company where she can prove to be an asset. Available at a 30 day notice period.

PERSONAL ASSISTANT

R300,000

WA135889

An experienced individual with a good track record and experience in working for a number of companies and many sectors throughout her time as a temp and having to adapt quickly to various environments and requirements quickly in order to produce in a short period of time. A pleasant disposition and comes across as professional and experienced.

FINANCIAL MANAGER

R500,000

QAA41612

This CA holds memberships with the institute of Chartered Accountants of Zimbabwe as well as the Botswana Institute of Accountants. A solid track record, with over 16 years experience in finance of which 7 years has been in the construction and engineering field. Ideally this candidate is looking for a position as a financial manager in Dubai or South Africa. Highly recommended.

TRAINING & DEVELOPMENT MANAGER

Negotiable

HE135133

With some 15+ years experience in the training & development of staff for the construction industry. He has worked for major construction companies both in RSA & in the Middle East. Gauteng. Immediately available.

The Specialist Personnel Consultants

Professional Career Services – Curriculum Vitae

Tel: +27 (11) 789 3337 Fax: +27 (11) 787 0024

HR MANAGER

R343,000

HA135716

A confident individual that comes across as confident of their exposure and experience in the market and the sense of urgency. In-house experience, hard working and pressure driven. Currently completing a HR Management Degree through UNISA. Strong Communication skills and computer literate on MS Office, Oracle and VIP. Immediately available to be interviewed. It is very clear that he is passionate about his chosen career and has become quite an expert in the training & development of construction related staff. Excellent communication skills and a pleasant and down-to-earth attitude. He has good presence without being overbearing in the least.

BOOKKEEPER

R180,000

QFG135691

A professional and experienced individual with a completed diploma as Assistant Accountant from Boston. Registered with the Institute of Certified Bookkeepers and currently completing her National Technical Financial Accountant Diploma. Confident on MS Office, Pastel - Partner/Evolution, Pastel Payroll, Quick Books

MANAGEMENT ACCOUNTANT

R500,000

QPC135186

A Management Accountant with completed B.Com Hons, Articles 2003. Confident on SAP, MS Office, Caseware, Pastel Accounting, Oracle, Essbase. Hard working and dedicated employee looking to secure permanent employment with a reputable company where he can prove to be an asset. Immediately available.

HR MANAGER

R973,502

HA135575

A professional and experienced HR Manager with a stable track record. Well groomed and a pleasant disposition. In-depth experience in HR and understanding the processes. Confident in her approach and knowledge of her experienced gained with a corporate. Pleasant disposition. Looking to secure alternative employment with a reputable company.

HR MANAGER

R414,007

HA135573

Professional HR Manager with a stable track record with a large corporate in the Construction sector. Confident of her experience and knowledge gained and looking to secure alternative employment with a reputable company where she can prove to be an asset. Friendly disposition and professional in her approach. Bachelor of Psychology (Hons). Available at a 30 day notice period.

IR OFFICER, HR SITE COORDINATOR

R550,000

HD104774

This AA IR Officer with a Certificate in Labour Law has had almost 18 years experience within the construction industry in both IR and HR. He has CCMA and disciplinary experience as well as all forms of negotiation and union interface experience. Experienced in Labour Relations, BBBEE legislation, recruitment processes, HR administration as well as collective bargaining processes - he ideally would like a position the Gauteng area but is open to relocation.

ACCOUNTANT/ BOOKKEEPER

R18,000

QM120361

Currently studying BCompt degree and has 6 years experience in accounts. He is looking for a senior accounting/ management level position in the KZN area. He has local and foreign transaction experience. Can prepare financials to balance sheet. Comes across as professional and able to communicate on all levels with ease. He is adaptable to change and tends to grasp new ideas and challenges rapidly and with enthusiasm. Demanding accuracy and perfection.