



 **OMNISTAFF**  
linking talent to opportunity

# Company profile

## Mission

To develop great business relationships, understand our partners' needs, and provide superior service.

## Vision

To develop a reputation as a service leader in the staffing industry.

## Introduction

Omnistaff is a progressive recruitment consultancy, providing bespoke, confidential, general staffing solutions nationally and internationally. For nearly 20 years we have built a brand known for its excellence and pride ourselves in the efficient delivery of employees using a proven method built on diligence and incredible attention to detail. The organisation is an Associate of the Institute of Personnel Services Consulting and adheres to the strict code of ethics set out by **APSO**. All staffing and recruitment activities are conducted under one standard professional performance excellence and ethical conduct irrespective of practice specialty or location. Maintaining the trust of our clients and securing a lasting relationship with our business partners are our core objectives which we try to build on with every prospect that we recruit for our clients. Some of the reasons why we are a trusted business partner include rigorous validation process to verify information provided by candidates during sourcing and a trusted business model structured around our core values.

# Scope of business

## Role classification

- Financial & Accounting
- Human Resources
- Management
- Secretarial
- Technical
- Admin and clerical
- Call Centre
- Legal and Compliance
- Procurement
- Sales and marketing
- Analysts
- Compute/IT
- Project Staff
- Office Support
- Graduates

## Professional solutions

- Permanent Placements
- Temporary Placements
- Executive search
- Ad response handling
- Staff outsourcing
- HR Consulting
- Retrenchment programs

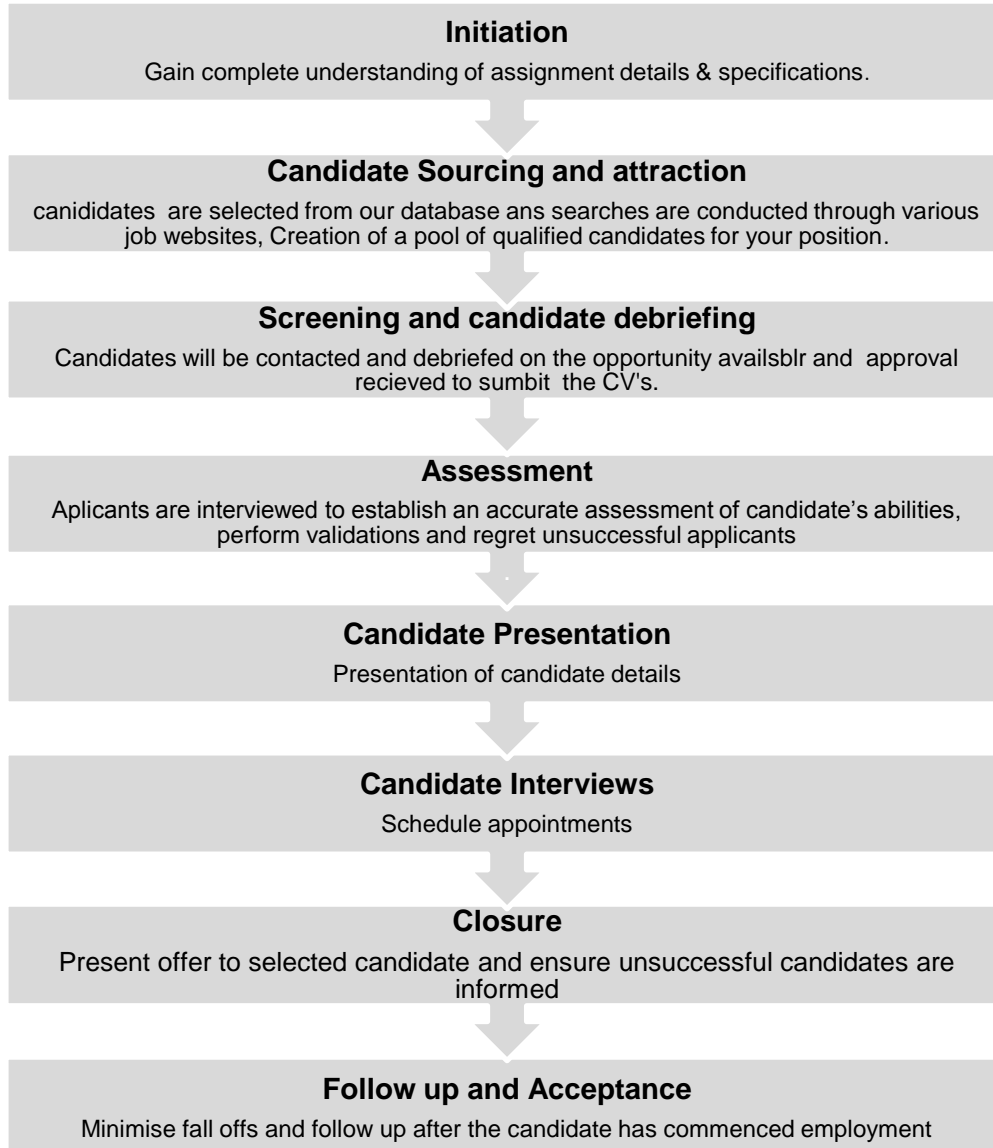
## Core sectors served

- Automotive
- Telecommunications
- Broadcasting
- Chemical
- Engineering
- Banking
- Manufacturing
- Telematics
- Information Technology
- FMCG and retail
- Petrochemical
- Mining
- Insurance
- Steel and Metals
- Freight and transport
- Office Automation
- Medical and Healthcare
- Power and Energy
- Construction
- Financial Services

# Why use Omnistaff

- Outsourcing allows you to focus on your core business
- Considerable time, cost and resource savings for your departmental, divisional and general managers. Our turnaround time is 48 to 72 hours from the date the spec is received.
- Omnistaff have access to a larger pool of candidates and have relationships with passive job seekers who may be a better fit with your organisation than those who happen to be reading the paper that day!
- Lower risks and liabilities to your organisation associated with poor hiring decisions
- Responsive client focused service provision
- Maintain confidentiality; don't give away your competitive edge. By undertaking your own recruiting, you offer your competitors insight into your company's direction and success. You can keep all this information fully confidential by using Omnistaff.
- Omnistaff has wider nets for targeted candidate attraction. Our consultants know their market niche so intimately that they can provide excellent advice to clients about candidate availability, market trends, sourcing methods, salaries & benefits, hiring timeframes and key 'push & pull' factors for quality candidates. By partnering with Omnistaff you can insure only qualified candidates are in front of the hiring managers and/or review teams
- Rigorous recruitment & selection process
- Omnistaff certifies its service via a replacement guarantee, offering a 3 month guarantee.
- Communication, Quality Assurance & post placement follow up

# Our Process



# BEE STATUS

Omnistaff has been awarded an AA Level 3 BBBEE rating (75 - 85% compliance to black economic empowerment targets) set for the generic DTI Scorecard.

The objective of this scorecard is to encourage black participation at all levels of business this includes:

- Direct empowerment through ownership;
- Management at senior levels;
- Broad based employment in the public and private sector
- Human resource development and employment equity
- Empowerment through BBBEE rated businesses, enterprise development and Corporate Social Investment.

The significance of our Level 3 rating to our clients is that when they are completing their BBBEE scorecard they will be able to attribute any spend with Omnistaff (as one of their suppliers) at a Level 3 contribution.

We have policies and procedures in place including an employment equity policy in place to ensure that we are continually assessing and striving to improve our BBBEE status

# Our Fees

Omnistaff provides a unique range of Recruitment Management solutions based on the principal of high value, cost-effectiveness and tailored services. Our aim and passion is to improve our clients' recruitment performance capacity, maximising their profitability through the utilisation of our staffing services.

The placement fee is payable by the Client upon the engagement of a candidate introduced by Omnistaff to the Client or subsequently introduced by the Client to a third party within a 12 (twelve) month period commencing as and from the date of the introduction.

In the event of a Omnistaff assignee introduced by Omnistaff thereafter being permanently or temporarily employed by the Client and/or said third party or permanently or temporarily employed by the Client and/or third party through the offices of another staffing services company within a 12 (twelve)month period, a permanent placement fee will be charged to the Client. The placement fee will be calculated according to the total cost to company as listed below:

<b>Annual Salary of R30, 000 or less</b>	<b>Fee 13%</b>	<b>Plus 14% VAT</b>
<b>Annual Salary of more than R30, 000</b>	<b>Fee 15%</b>	<b>Plus 14% VAT</b>

Our guarantee period of 3 months is validated on receipt of payment received in full within Seven (7) days of the candidate commencing employment. In the unlikely event of the employee leaving the Client's employ for any reason within the stipulated guarantee period, Omnistaff will recruit a replacement candidate, taking into account the differences in the candidate's packages.

## **Rebates:**

Should the Client not find a suitable replacement candidate, or not require a replacement candidate - providing the original candidate has left, the Client will qualify for a rebate. If the candidate leaves within the first month of employment, an 80% rebate of the placement fee will be credited. A 50% rebate will apply if the candidate leaves in the second or third month.



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