



HEADHUNTERS



COMPANY PROFILE

WHO WE ARE

Headhunters is a Boutique Recruitment Consultancy specializing in the placement of permanent Executive, Commercial and Technical staff across all sectors. We represent the rich diversity of a multi-cultural South Africa and have established a reputation as a market leader in intelligent recruiting.

Hence the significance
of our name

HEAD

• / hed / 1. n. seat of intellect

HUNTER

• / 'hântê(r) / n. one who pursues

Headhunters
Recruitment is a

LEVEL 4 BBBEE

Microenterprise.

MEET THE TEAM



MICHAEL TUOHY
Managing
Director



GITTE WISEMAN
Senior Recruitment
Consultant



GLENN WEISS
Senior Recruitment
Consultant



CARRIE WICKENS
Senior Recruitment
Consultant



SANDI COOKE
Recruitment Consultant
& Business Development



DEBBIE WEST
Recruitment
Consultant



LANA DODD
Recruitment
Consultant



**LINDA
ENGELBRECHT**
Accounts,
Administrator & PA



VICKY VENTER
Administrator



ROELIEN VAN WYK
Administrator



AMANDA LABI
Frontline &
Administrator

OUR RANGE OF PROFESSIONAL SERVICES INCLUDE

Our experienced sector-specialists have an extensive knowledge of the technical and commercial field ensuring we find the right candidates.

- We are your Brand Ambassadors in the market place and are relentlessly committed to delivering the right candidates in the most professional manner.
- We provide Clients with a search schedule allowing you to track our progress in regard to the pre-determined shortlist deadline. However, we do not sacrifice quality for speed in this process.
- Advertising in pre-selected media is done at no cost to the Client.
- Through a detailed search, we match and shortlist suitable candidates. This includes in-depth and job specific Reference checks, as well as Criminal and Credit checks.
- Candidate psychometric assessments can be arranged at an additional cost to the Client.
- Verification checks such as ID's, Academic Qualification checks, Drivers licence, etc. can also be conducted at an additional cost.
- We manage the entire offer process from salary negotiations to final acceptance ensuring it is seamless.
- We notify all unsuccessful candidates.
- We confirm resignation, mentor candidates throughout the process, and monitor their progress from start date throughout the guarantee period, ensuring both parties are satisfied.

**IN EXCESS OF 40 YEARS'
COLLECTIVE EXPERIENCE!**

TYPE OF PLACEMENTS

We specialise in the permanent placement of Executive, Commercial and Technical staff across all sectors

Artisans (broad spectrum)
 Civil
 Construction
 Engineering
 Executive Recruitment
 Financial
 FMCG
 General / Office
 Hospitality
 Human Resources
 Information Technology
 Legal
 Logistics
 Managerial
 Marketing
 Pharmaceutical
 Production / Manufacturing
 Sales

KEY STATISTICS 2017/2018

69.4%

TOTAL SUCCESSFUL HIT RATE (PLACEMENTS)

37.7%

% PREVIOUSLY DISADVANTAGED / DISABLED CANDIDATES PLACEMENTS AS % OF TOTAL

70.3%

EXECUTIVE PLACEMENT HIT RATE

HEADHUNTERS VALUES & EXPECTATIONS



TRUST



INTEGRITY



HIGH-PERFORMANCE CULTURE



TEAMWORK



"EVERYTHING STARTS WITH A CUSTOMER!"

OUR VISION

Is to be a positive catalyst in the companies we work with, by giving our utmost to finding the best people available.

OUR KEY STRENGTH

Our professional, efficient, and personal service, ensures that our Clients understand that they are our No. 1 priority at all times.

OUR EXPECTATIONS

These three principles apply to all clients and candidates alike:

- Honesty, above all else
- Open communication at all times
- Working together to meet requirements and exceed expectations



We subscribe to the APSO (Association of Personnel Service Organisation) Code of Ethics.

MEMBERSHIPS



HEADHUNTERS PROCESS

Lead-times are generally role dependent.



1

COMPREHENSIVE BRIEF TAKEN

A site visit is conducted to grasp a clear understanding of what our client is looking for.



2

TARGETED APPROACH ENGAGED / TALENT MAPPING

Once we have a clear brief of our clients' requirements we then start conducting the Research, Screening & Interview process, which takes up to 10-14 days.



3

DEBRIEFING CANDIDATES

Debriefing of clients & candidates usually occurs within 24hrs after each interview. This ensures continuous feedback and communication between all parties through to conclusion.



4

SHORTLISTING

After a shortlist has been created, Headhunters will conduct a Credit, Criminal and Reference checks for each of the preferred candidates.



5

OFFER / ACCEPTANCE

To ensure there is no confusion on parity of pay, we present the candidate's current salary details & salary expectations on our CV to the Client. A Headhunters consultant will manage the process of offer to acceptance, ensuring it is seamless.



6

RESIGNATION BRIEFING & COUNTER OFFER COUNSELLING

We understand that there is a high possibility that candidates will receive a counter offer. We pre-empt this both in writing & verbal format, communicating the likelihood of a counter offer and the associated risks long-term should the candidate accept the counter offer.

AT HEADHUNTERS WE BELIEVE IN

Providing our clients with optimum recruitment solutions. Adding value to support your employee retention strategy. Understanding our clients and their business is paramount.

Doing this enables us to forge a business relationship with our clients based on:

KNOWLEDGE | TRUST | INTEGRITY



PMR AWARD WINNER 2014, 2016, 2017 & 2018
Eastern Cape's Leading Recruitment Agency

HEADHUNTERS

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