

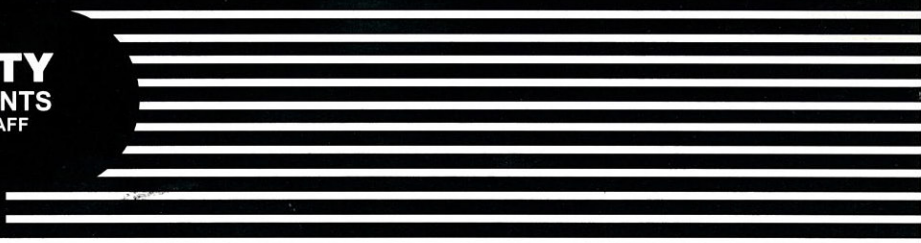
# P R I O R I T Y

*24 Hour Service*



- ▶ Accounting
- ▶ Executives
- ▶ Computing
- ▶ Finance
- ▶ Legal
- ▶ Mining & Exploration
- ▶ Secretarial
- ▶ Sales & Marketing

**PRIORITY**  
APPOINTMENTS  
EXECUTIVE & STAFF  
SELECTION



## COMPANY PROFILE

Lee Kamil and Jeff Fradd are the Directors of Priority Appointments

Lee established Priority Appointments in Perth Western Australia in 1989. Lee has over thirteen years experience in the personnel recruitment industry in Australia. Due to her drive, energy and experience in this competitive industry, Priority Appointments has won recognition as a professional organisation with a total commitment to quality, client satisfaction and personal availability at all times.



Jeff, a qualified geologist with an economics degree, has worked in the mining industry in Western Australia consistently for some thirty years. Eighteen of these years were with Western Mining Corporation initially in exploration and later as Chief Geologist at Central Norseman, Chief Geologist at their Jurien Mineral Sands Operation and finally as resident manager of the Three Springs Talc Operation. After leaving Western Mining Jeff floated Glengarry Resources NL and was Managing Director until he left the company in early 1995.

Priority Appointments exclusive team of experienced people have worked at all levels of professional life and because they work as a team they can offer you a wide range of services at a very personal level. Their objective is to satisfy their client. 'Quality and service' is their motto and they know that 'every time' they achieve their objective they have founded the start of a satisfying on-going business relationship.

A national business survey in 1997 placed Priority Appointments in the top 20 recruitment agencies in Australia and the top 8 recruitment agencies in Western Australia.

**IN BRIEF**

**Our Service to Clients:**

- ▶ Fast efficient personalised service.
- ▶ Competitive rates-permanent and temporary.
- ▶ Permanent fees apply to salary only-not the total remuneration package.
- ▶ Quality candidates.
- ▶ Carefully selected candidates.
- ▶ Thorough testing.
- ▶ Complete cross training.
- ▶ Reference checks for temps.
- ▶ Monitoring feedback during a temporary assignment.

**And candidates:**

- ▶ Wide selection of permanent and temporary secretarial, personal assistant and administrative positions.
- ▶ Impartial advice on career prospects, salaries and resumes.
- ▶ Full briefing and preparation for interviews.
- ▶ Only discuss suitable options.
- ▶ Competitive hourly rates for temporary positions.
- ▶ Prompt turn around of tax documentation.
- ▶ Weekly contact with all our temporaries.
- ▶ Taking regular feedback during an assignment.

# **PRIORITY APPOINTMENTS**

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## **TEMPORARY STAFF**

A temporary employee should be able to adapt to the position of the incumbent with little fuss and as little instruction as possible.

To achieve this seamless integration into your existing workforce they must be working regularly and thoroughly familiar with today's working environment.

We are confident of our ability to supply suitable people to fill temporary positions because of our large data base and the fact that the majority of our temporary employees are well known to us.

Regular checks with our clients are carried out to ensure that the client is satisfied with the temp and that required standards are being met.

Our large temp workforce and database ensures that we always have suitable staff available at short notice.

Priority Appointments prides itself on only sending temporary staff whom are qualified to do the job. All "Temps" are interviewed, reference checked and skills tested utilising the latest NAPC recognised computer skills testing and training program "Qwiz". This program enables us to test candidates to identify their level level of competency (basic, intermediate and advanced) and their knowledge of various Windows based and DOS based programmes some of which are: Word for Windows, WordPerfect, Lotus 123, EXCEL, PowerPoint, Quattro Pro, etc.



## **RECRUITMENT OF PERMANENT STAFF**

Priority Appointments places the highest priority on finding the right person to suit your needs.

On receiving a job description and job specifications from the client, the best available candidates are sourced from our database, by advertising or by headhunting among people who are successful in similar positions.

Candidates are interviewed and reference checked in detail by speaking to management at the current or previous workplaces as well as the listed referees. Interviews are designed to test the suitability of the candidate for the position. Reference checks focus on work habits, reliability, attitude and interpersonal skills.

A shortlist is provided and interviews are arranged between the client and the candidates. If necessary further testing or appraisals are carried out at the clients request.

There is a guarantee period of three months and this is explained in our Terms of Business.



**PRIORITY**  
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SELECTION

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