



The **personalised** approach to recruitment

Page
Personnel

The start of a successful idea

Michael Page International began Australian operations in 1985 and has grown to be Australia's premier specialist recruitment consultancy. In 2008, our service offering was extended through the launch of Page Personnel.

Page Personnel is a specialist business that recruits for roles in both office and finance support. As part of Michael Page International, one of the world's largest and most successful recruitment consultancies, Page Personnel can leverage over two decades of Australian recruitment expertise. This enables us to deliver the results that you want – the best employees available.

Page Personnel is not just another recruitment consultancy. We are raising the standards in this market, bringing a level of quality and professionalism that is unrivalled. Recruiting roles across the entire spectrum of finance support and office support positions, we operate Australia-wide.



Putting **talent** in place

Page Personnel is trusted by junior professionals and senior managers alike to provide them with a service that is second-to-none. Our consultants are specialists within the area they recruit, with in-depth market knowledge of salaries, team structures and industry trends.

Key finance support areas of focus include:

- Accounts Payable
- Accounts Receivable
- Credit Control
- Payroll

Key office support areas of focus include:

- Executive Assistants
- Personal Assistants
- Office Managers
- Receptionists

We understand the important role that support staff play in every organisation. When the pressure is on to make a key hire, you need to do it quickly and efficiently. You can rely on us to deliver the quality of service that you need.



Temporary or Permanent, you decide

Page Personnel maintains an industry leading database of permanent candidates who have been pre-screened to ensure they meet the required professional standards.

We also have an extensive database of temporary candidates who are immediately available for both finance support and office support roles. Temporary workers are an ideal solution for a range of business challenges, such as extra support during times of rapid business expansion, for reporting periods, holiday cover or simply an interim solution until you can find a permanent candidate for a role.

We won't recommend something that doesn't fit

Our consultants are always flexible and offer bespoke recruitment advice to every client. Every single assignment is different. We assist small and large companies and we offer each client individual solutions to suit their specific needs.

We pride ourselves on giving great service and our aim is to build long-term working relationships with both clients and candidates.



We make sure you're never undersold

We always actively promote our clients. On receipt of a job brief, your Page Personnel consultant will visit you in person in order to gather more information. This extensive consultation enables us to sell your organisation rather than just tell candidates about the job. We want to achieve the absolute best fit between clients and candidates and this can only be achieved by investing the time to understand both parties.



We never rest on our success

We firmly believe that we're only as good as our last assignment.

At Page Personnel, we fully understand that our reputation is built upon one job at a time.

This approach to our work hones our skills and keeps our attitude and focus sharp. It is our aim to be the best recruitment consultancy in Australia and we're already working hard to ensure that it happens.



The **people** with the skills your **business needs**

Page Personnel invests heavily in finding the best candidates by advertising on our own website www.pagepersonnel.com.au and a full complement of external websites, news publications and journals.

Candidates like to work with us because we offer excellent long-term career advice and regular career guidance, along with up-to-date industry information.

Personal referrals are our largest source of introductions and the majority of candidates register with us as a result of a referral or previous contact. This is testament to the high level of professionalism and service that is establishing us as a market leader in our recruitment sector.

The strength of our database means when it comes to your recruitment assignment, we are often already in touch with the right people. Not surprisingly, this means that our service is faster and more successful than most of our competitors.

Specialist consultants make successful **business partners**

Every Page Personnel consultant you talk to is a specialist in their field.

They have in-depth knowledge of the rapidly changing face of their market and are generally considered to be the best in their sector. This gives our clients the chance to find a true business partner for their recruitment needs.

For all your finance support and office support recruitment needs,
please contact your nearest Page Personnel office:

Sydney, Chatswood, Parramatta

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F: 02 8221 8101

Brisbane

T: 07 3018 6300

F: 07 3018 6301

Melbourne, Wheelers Hill

T: 03 8616 6200

F: 03 8616 6201

Perth

T: 08 6430 6400

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