

# SKILLED

## Industry Profile

SKILLED provides staffing services and workforce solutions to industrial clients across Australia and New Zealand.

- National and local capacity to supply and service throughout Australia and New Zealand
- Leaders in Occupational Health and Safety - AS/NZS 4801:2001 accreditation
- Exempt Employer Status in South Australia for Workers Compensation (3 year licence)
- Achieved 4.5 Million LTI free hours nationally across entire SKILLED operation
- Employ dedicated industry specialists in manufacturing that understand your industry
- 44 years experience in supplying workforce solutions to more than 6,000 companies nationally
- Service small local companies through to large multi-national organisations. Some clients include Cadbury Schweppes, Kimberley-Clark, Coopers Brewery, Vinpac, South Australian Brewing, Nestle, Siemens, Philip Morris, Goodman Fielder, OneSteel, Tenix, Kraft Foods, Fosters Group, Crane Group, Spotless, Carter Holt Harvey, Safries, Boral, Cemex and more
- Quality accredited ISO 9001 company with systems and resources to deliver professional services
- 24 hour, 7 days per week, 365 days every year service
- Streamlined recruiting processes enabling rapid recruitment and supply of job ready personnel
- Employee management system that improves the efficiency of managing supplementary labour
- Dedicated IR team with 30 years experience working with unions, employees and employer advocates
- Continual evaluation of our performance against standard key performance indicators
- Open, honest communication with commitment to continuously improve our services, relationship and value to our clients

## Business Profile

### SKILLED - Mount Gambier

#### What does our Business do?

Our core business is staffing services through the provision of:

- Flexible Labour Solutions
- Permanent Recruitment Services
- Temp to Perm Recruitment

We assist in improving our customer's productivity by delivering tailored workforce solutions.

Our expertise is in the areas of Production, Distribution, Maintenance, Trades and Technical Professional.

The key market sectors in which we deliver services include:

- Food & Pharmaceuticals
- Transport & Logistics
- Government & Defence
- Primary Manufacturing
- Mining & Energy
- Infrastructure & Utilities
- Automotive & Machinery

#### Recruitment Services

Sourcing of candidates is facilitated using a variety of methods including database search to determine if suitable candidates are available on SKILLED's existing database, newsprint advertising to target the broader market, Internet advertising through Seek which is Australia's largest recruitment related website and Local Community networking through SKILLED's branch offices.

#### Recruitment Process

SKILLED is an equal employment opportunity employer and as such is committed to providing a safe and harmonious work environment free of both discrimination and harassment.

SKILLED'S selection process has been developed to identify and deliver the best people to our clients. The process is one of continual assessment during each phase of the selection process to ensure that SKILLED employees have the requisite skills, experience, numeracy and literacy required to fulfil



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the roles. Additionally the SKILLED selection process takes into account wider aspects such as cultural fit (ensuring the person would fit into the environment and culture of the client site) and an understanding and acceptance to work under the guidelines of the client.

The major phases of the recruitment process are as follows:

#### **Written Application**

#### **Telephone Pre-Screen**

#### **Face to Face Interview**

#### **Skills Testing**

#### **Reference & Qualification Checks**

**Pre employment Testing** (If required SKILLED is able to facilitate pre employment Medical and Drug & Alcohol testing if required.)

#### **Permanent Employment for Temporary Staff**

SKILLED specialises in supplying personnel on a temporary basis. Whilst the majority of personnel fall under a temporary labour hire arrangement, approximately 30% of its trades workforce are engaged as full time employees. This gives SKILLED an edge when recruiting for temporary assignments, as it is able to offer candidates a secure position and the benefits associated with permanent employment. By offering quality employees permanent employment, SKILLED is able to retain the best performers. Permanency gives the employee a level of security unusual to temporary and contract positions providing them with the benefits of flexibility and security.

#### **Recruitment of Permanent Staff**

SKILLED has developed a comprehensive recruitment methodology which has been adapted and refined after years of successful application. Prior to matching a suitable employee with the client's requirements, SKILLED will determine the competencies, qualifications and experience necessary for each specific role. The methodology includes advertising, pre-screening and assessments, which will be tailored according to the requirements of the client and the particular position. For example, it may include a Psychometric Assessment, Mechanical Reasoning Test and Numeracy & Literacy Test. Interviews and reference checks are a mandatory part of the process. SKILLED have the benefit of a national database and coverage. This means that a candidate can be sourced from interstate, even interviewed in their home state before being considered by the client.

SKILLED realise that in each of these divisions its clients will have varying needs and requirements. In order to provide you with the best services and solutions SKILLED has developed a flexible approach that allows you to select the scope of services that best suit your needs.

#### **Branch Network**

SKILLED have an established full function branch office at Mt Gambier and Portland that is ideally located and has the resources to recruit, screen and test prospective candidates. SKILLED also have offices in both Metropolitan and Regional Australia. The resources of these offices can be utilised to assist in sourcing and screening applicants thereby maximising the potential of the applicant pool. This branch network puts SKILLED in the unique position of being able to cover a wide area of Australia.

SKILLED is the leader in the provision of specialist workforce solutions.

We offer a flexible production and distribution workforce, providing production, warehouse or distribution operations with access to immediate extra staff as required.

Some of the Production and Distribution classifications SKILLED provide include:

- **Production**  
Production/Process Workers, Machine Operators and Factory Hands.
- **Warehousing/Distribution**  
Pickers, Packers, Stores Personnel, Drivers (delivery van through to semi trailers) and Materials Handling Specialists.
- **General**  
Managers, Supervisors, Forklift Drivers, General Labourers and Cleaners.
- **Admin and Tech Professionals**  
Administration, Managers, Site Clerks, Planners, Supervisors, QA.

#### **Bev Clayfield**

#### **Branch Manager**

#### **SKILLED**

#### **Mount Gambier SA**

The logo for SKILLED, featuring the word "SKILLED" in white, bold, uppercase letters on a blue background with a yellow underline.

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