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SKILLS EXCELLENCE

COMPANY PROFILE

Introduction Skills Excellence:

Skills Excellence is a boutique Executive Search and Recruitment company offering expertise in talent acquisition of *more than fifteen years*

We focus on our *specialisation in the following Industries, though not limited to*: Pharmaceutical, Call Centre, Insurance, Automotive and Sales & Marketing/ FMCG Industries

Skills Excellence offers a high level of expertise in *Headhunting and Executive search*, to identify the expertise to fill specialized positions with highly skilled suitable candidates. We are passionate about the vital role of attracting rare skills and senior Managerial talent inclusive of Specialists, Advisors and Executives. Our professional, non-intrusive and discreet headhunting service results in delivering top performers in SA for your positions.

Skills Excellence therefore offers a service to our Key Accounts with a holistic approach, to offer our valued clients a "*One-stop Recruitment solution*" We work through HR as a strategic business partner enabling us to offer a fully cohesive, complete and interconnected business solution. We are experienced to fulfill the staffing requirements for the entire organization, across levels of talent acquisition needs.

Values and Company Goal:

Our goal is to develop our relationships to the level that we can strive for "One referral one placement"

Our core value is our service excellence and utmost loyalty and dedication to as a role-player in the career of our talented candidates presented to the Employers of choice countrywide.

The future is very bright:

Skills Excellence is looking forward to partnering with you to identify unique executive leadership talent ensuring business sustainability.

We are excited to continuously partner with more organizations to take your business to new heights.

An Extension of the HR team:

We assist in the recruitment aspect of your deliverables by providing a robust and seamless recruitment service. In a market with a high volume of recruiters, what *differentiates* us is our personal, client- centric approach and the fact that we care about *long-term success for any placement*.

Skills Excellence offers our clients an in-depth analysis and understanding of their human capital requirements and appropriate cost-effective recruitment solutions.

Service delivery is driven on *satisfactory turnaround time*

The cultural alignments with the organization ensure long-term successful careers within our selected client organization- therefore *reducing our clients' staff turnover, and increasing productivity and profitability*.

Company Structure:

Skills Excellence is wholly owned **Diana Wehmeyer** as a Sole Proprietor

Diana's name and sound reputation has been built over many years to offer her candidates and clients professionalism, immaculate service and guidance based on expertise. Service is offered for long-term career pathing and talent acquisition. Relationships with both candidates and clients are based on norms and values of **high honesty and integrity and confidentiality** and trust are both elements of vital importance in the headhunting role.

Summary of career and background:

Qualification:

Diana holds a BA Honors degree in Industrial Sociology

Diana Wehmeyer started her specialized career in permanent recruitment at **Professional Assignments Group – PAG** (leader in SA is staffing) in Parktown Headoffice in 1997

Departments:

- Office Support / Sales / Finance division
- Management Recruitment and Headhunting/Search

She joined **Quest Flexible Staffing (Adsorb Holding Group)** as a **Senior Account Manager** for a period of six years since 2002, managing staff and fully responsible for Recruitment and Selection as well as HR and operational matters of assignees.

Clients included:

She managed the performance as well as recruitment of assignees

- Managed Call Centre KZN Headoffice Telesales department in publishing industry.
Sales reached to be awarded Best Performance in 10 years.
Responsible for entire Account nationally across divisions
- Retail Collections Call Centre KZN Headoffice
- Emergency Call Centre Midrand 27/4

Permanent Placements Managerial position:

- Client Relationship Management
- Staff training and development
- New business development
- Profitability and sales increased of a new division to a top preferred supplier

SKILLS EXCELLENCE

After twelve years employed by corporate leaders in the staffing industry, as well as managing permanent recruitment divisions, *Skills Excellence* is a continuation of her expertise offered to corporate leading organizations across different industries:

Current Market Segment / Focus of Skills Excellence:

Skills Excellence has formed successful placements and strong relationships with clientele nationally in SA listed through many years in the industry

We successfully *focus* on the following industries over many years, *though not limited to*:

- Call Centers (since 2002)
- Pharmaceutical Industry –Priority
- Insurance since 2006
- Automotive industry –Priority

Key Accounts:

Call Centers: Various clients with focus on Insurance

Skills Excellence offers expertise gained in specializing In the Call center industry since 2002.

As a result we have exposure and in-depth understanding of the specific skills and profile of the successful candidates that we offer. We are proud to offer our success in contributing to increasing staff retention in our clients' Call Centres.

We are privileged to have gained extensive experience in also operationally managing Call Centres across industries. We therefore offer a hands-on approach to the challenges and successes of the Management team and agents.

Insurance: We have proven successful relationships with the reputable leaders in SA

Diana Wehmeyer built highly successful relationships with *Insurance organizations, specializing in Call Centres* and obtained *top preferred supplier status* with blue-chip companies.

Successful candidates placed in the following roles:

- Claims specialists- Call centre
- Client services specialists – Call Centre
- Call Centre Managers
- Parts experts
- Assessors and other technical skilled employees
- Teamleaders
- Marketing: Branding and Sales experts
- Office Support (including PA/ Exec, Secretarial)

These organizations are mainly in Gauteng and offers the individuals a fast paced growing environment with emphasis on growth and long-term careers

Automotive Industry:

We have built strong relationships built with the leaders in Automotive Industry in SA, across roles and technical specialized positions placed

Also privileged to mentioned exclusivity is offered to Skills Excellence with some clients based on the quality of service offered to them (Reference available)

Pharmaceutical Multinational Accounts: Headhunting

Skills Excellence is an established leader in this niche field, with a proven success track record as a business partner to top organisations in SA.

We are privileged to have gained Top Supplier status through successfully placing strategic candidates in multinational fast growing organisations.

Our passion and drive for this competitive market combined with our expertise is differentiating us in this specialised market.

Skills Excellence work with the HR and Management team to understand your strategy, develop a bespoke recruitment plan that we can execute together.

- Preferred no 1 Supplier and Business Partner of the Global generic Pharmaceutical organization, the fastest growing Generic company under the Top 10

Successfully placed all levels candidates and Strategic Managers:

- Pharmaceutical Representatives
- Key Account Managers and Representatives
- Pharmaceutical Representatives: Commercial and Detailing , Specialist reps
- Product Managers
- Regional Sales Managers
- National Sales Managers
- Marketing: Branding experts

- Office Support/Accounting
- Medical advisors
- Training experts

(Reference available on request from Head of HR)

Recruitment Process and Talent Search

Verification checks at *no extra cost* to the client:

Pre-employment checks are a key and vital component for any staffing solution.

Skills Excellence takes ownership to provide our clients with all checks as per the requirements with a highly satisfactory turnaround time.

Differentiator: Criminal Reports

We are qualified in the Biometric integration and the scanning system to service our clients and candidates with taking of fingerprints on site or a convenient venue – we therefore obtain Criminal reports results in 48 hours to present to our clients.

Other checks as per the request if our clients:

- Credit bureau verifications (ITC): both Experian and Transunion
- ID Validation
- Driver's license and Accident history
- Qualifications
- Employment confirmation from HR departments
- In-depth reference checks to extract important skills and behavior of the candidate
- Other

Our Recruitment Process:

Consultation session on the client's premises with the focus on needs-analysis.

- Detailed information gathering regarding *the job specification*, and candidate profiling is conducted to identify skilled candidates for our client's business.

- Discussion of the *remuneration package* as well as factual information on specific parameters and benefits offered.
- Organizational environment (organogram) and *personal client visit* to establish successful relationship and to align selected candidates to best fit the organization culture and values.

Skills Excellence attracts talented candidates matching the specific client requirements through innovative sourcing methods including:

- Utilization of established networks nationally
- Referrals based on longstanding relationships and successful placed candidates
- Headhunting and Executive search
- Targeted advertising on selected media
- Social media

Personal interviews conducted by Diana Wehmeyer of shortlisted candidates and presented to the Client.

Advanced interviewing techniques with the focus on presentation of high quality Curriculum Vitae of candidates

- Extensive probing of relevant skills matching requirements and specifying previous experience of related skills at previous employers.
- Identify detailed reasons for leaving previous employers, confirmation of correct dates and identifying gaps in the career path

In-depth references to confirm applicable skills specified by the client, applicable to specific skills matching client's needs

Curriculum Vitae of candidates presented to our clients will include the following:

A Profile Summary as a relevant summary and motivation of the candidate presented to highlight the most important criteria, matching the job specification including:

- Education and relevant qualifications highlighted
- Career path including dates and specific reasons of leaving
- Achievements in career highlighted
- Targets and performance appraisal information
- Strengths and skills summary relative to the position

Detailed breakdown of current remuneration package to clarify TCTC and Nett earnings as well as benefits to client to determine future salary expectations of candidate

Presentation of final selected suitable candidates for interviews with our client:

- We present two or three candidates maximum per vacant position for the client interviews.
Our goal is "one referral one placement"
- Feedback to the client as vitally important on a regular basis of progress in the recruitment process and shortlisted candidates
- Set up interviews according to client schedule and preparation of candidate on relevant company details

Offers of employment and securing the placement of the selected candidate:

- Negotiations and presentation as a facilitator on the remuneration package between the Client and candidate offered
- Follow through the placement with open communication channels and conduct regular feedback with the client on the candidate after commencement at the organisation

DIANA WEHMEYER
OWNER SKILLS EXCELLENCE