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◦ April 2009

Candidate *bulletin*

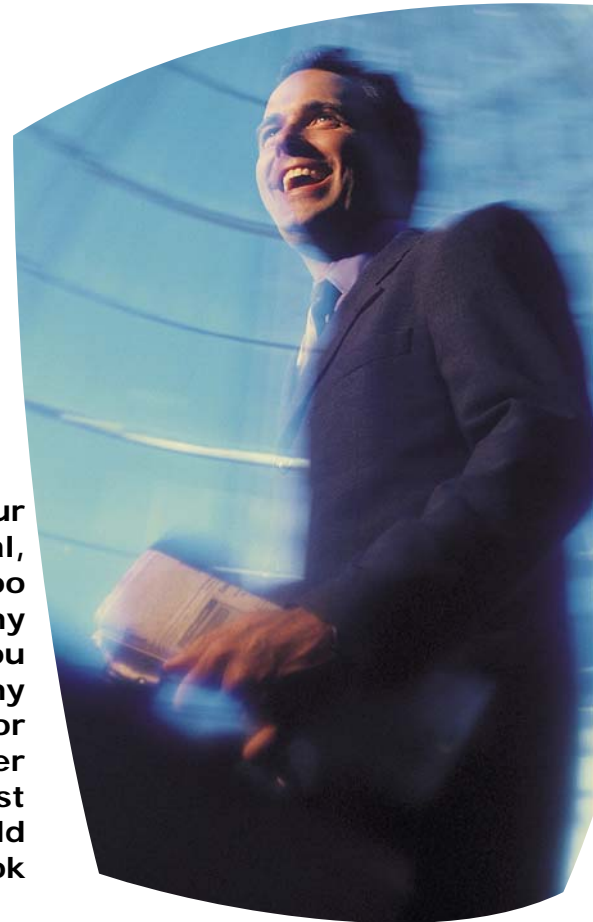
ADDRESSING THE RECRUITMENT NEEDS OF COMPANIES AND PLANTING THE SEEDS FOR A PROFITABLE FUTURE.

Professional recruitment for the business community of South Africa for over 23 years!

Helping you achieve your recruitment goals

We are once again pleased to advise you of a brief outline of some excellent candidates whom we have recently interviewed. These truly outstanding candidates are available to take up new positions and to this end, we invite your inquiries on any of these candidates that could be

of interest to your organisation. As usual, we would be only too happy to answer any queries or supply you with detailed CV's on any of these candidates, or indeed, any other candidates from our vast database that you could be interested in. We look forward to your call on (011) 346-1917.



The Pentad Group

Recruitment Consultants

...your Recruitment Alliance

Tel South Africa: (011) 3461917 / (011) 4432800

Tel Canada : (780) 6289021

Fax : (011) 3461417

eMail : info@pen.co.za

Website : www.pen.co.za

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Tel 0113461917 / 0114432800; Fax 0113461417; eMail info@pen.co.za

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Accounts/Admin

Accounts Manager R280 000

Diploma in Road Transport, Skilled in a wide range of industries. Operations, Debtors, Creditors, Expenses, Budgeting, Forecasting, Negotiating with suppliers, Negotiating contracts, staff and staff related issues, HR and IR. A must see. For more details call Maggy Kruger on 0113461917 or email maggy@pen.co.za

Accountant R15 000

Degree, MBA. Currently studying BCom Honors (Finance and Investment)) her experience includes, administration, HR, Foreign advances and clearances, payroll, risk assessment, Projects accounting, cost accounting and Management accounting. For more details call Maggy Kruger on 0113461917 or email maggy@pen.co.za

Financial Manager, R378 000

Completed various courses. This candidate has vast knowledge in the financial sector. Completed articles. Some duties include the control of staff, overseeing complete admin function i.e. debtors, creditors, invoicing, cashbook, general ledger, reconciliations, stock takes. Security management, facilities management, preparation of budgets, monthly management reports, cash flow reports, liaison with auditors, banks, attorneys. Handled forex deals, control of treasury and investments. Prepared payroll, involved in HR matters. For more details on this CV, please call Rory Davies on 0113461917 or email rory@pen.co.za

Assistant Accountant, R170 000

Bridging B.Com (Hons) Accounting. Financial functions on SAP. Some duties include monthly reporting on financial performance, preparing monthly general ledger recons, managing the expenses, cashbook, bank reconciliations, creditors, debtors, preparing the monthly intercompany loans, assisting auditors, recounting stock takes, performing asset verification and authorizing incoming payments with banks and making sure daily payments to the creditors are done properly. For more details on this CV, please call Rory Davies on 0113461917 or email rory@pen.co.za

Accountant, R24 000

Holder of a full CIS and currently studying towards CISA and ACCA UK. This candidate's responsibilities are the preparation of management accounts and reports, formulating policies to keep abreast of laws and regulations, budget issues, payments, managing of intercompany accounts, maintaining fixed asset register, debtors and creditors, statutory returns, monitoring cash flow forecasts and budgets, month end audit files, reconciliations of balance sheet, processing journals, expenses analysis, general ledger and trial balance. Staff management and supervision. For more details on this CV, please call Rory Davies on 0113461917 or email rory@pen.co.za

Internal Auditor, R12 000

B.Acc completed. To perform inter audit reviews to assess unit performance, identify risks and recommend efficient controls, thus ensuring continued financial growth within the company. Some duties include extracting unit financial statements, risk assessment and control recommendations, compare actual financial statements with budgeted financial statements, identify variances between actuals and budgets, just to name a few. For more details on this CV, please call Rory Davies on 0113461917 or email rory@pen.co.za

Debtors/Credit Controller, R12 000

Completed various courses. Some duties include handling collections, reconciling customers accounts and bank statements, invoicing, client liaison, staff supervision, recruitment, etc. For more details on this CV, please call Rory Davies on 0113461917 or email rory@pen.co.za

Senior Internal Auditor, R345 000

Completed B.Com Commercial Accounting and currently studying CIA. This outstanding candidates duties include planning and executing audit assignments, reporting audit findings to management, leading audit teams, SOX compliance testing as well as adhoc duties. For more details on this CV, please call Rory Davies on 0113461917 or email rory@pen.co.za

Bookkeeper, R14 000

Completing B.Com Accounting. This candidate has vast experience in management of accounts, salaries, statutory returns, project budgets, analysis of income and expenditure accounts, general ledger reconciliations, debtors and creditors, trial balance and balance sheet as well as costing. For more details on this CV, please call Rory Davies on 0113461917 or email rory@pen.co.za

Computer / IT

IT R200 000

Your all in one IT Specialist with 30 years IT experience. Installations, maintenance, hardware, software, and networks. He has worked in various industries, small to corporate. Don't lose out on the opportunity to have an all in one. For more details call Maggy Kruger on 0113461917 or email maggy@pen.co.za

IT Support R120 000

A self motivated team player. This excellent worker works well under pressure and needs no supervision. He will run your IT & telecommunications departments without any hiccups. A low maintenance worker. Well worth seeing. For more details call Maggy Kruger on 0113461917 or email maggy@pen.co.za

IT Support R8000

Are you looking for an IT boffin? Look no further we have the right candidate for you. He will maintain and administer your in-house network and server. He is a good team player and gets along well with his colleagues. He is not a clock watcher and has a stable work record. Call us today to set up an interview. For more details call Maggy Kruger on 0113461917 or email maggy@pen.co.za



HR /Training

HR Manager, R420 000

Completed B.Comm (Hons) Clinical Psychology. This outstanding candidate has experience in the pure HR field, of which several years at Management level. Excels at setting up HR departments from policies and procedures to admin procedures, streamlining of training and career planning, succession planning. Responsibilities include staff retention, recruitment, performance management, bursaries, strategic planning, organizational development, remuneration, payroll as well as supervising staff. *For more details on this CV, please call Rory Davies on 0113461917 or email rory@pen.co.za*

HR Officer – Operations, R160 000

Currently completing Certificate in HR Management. This outstanding candidate's responsibilities include assisting with recruitment and selection, induction programmes for new recruits, mentorship programmes, performance appraisals, probation assessments, monitoring actual training against workplace skills plan, drawing up scoring analysis for perception surveys, disciplinary and grievances, produce monthly reports on all IR issues. *For more details on this CV, please call Rory Davies on 0113461917 or email rory@pen.co.za*

Remuneration Officer, R12 000

Currently completing Industrial Psychology Honours. Responsible for maintaining remuneration standardization, conducting comparative studies, compiling market tables, tracking annual medical aid changes, comparisons, training and development, skills development, salary adjustments and general HR Admin duties. *For more details on this CV, please call Rory Davies on 0113461917 or email rory@pen.co.za*

HR & Training Executive, R16 000

Duties include setting up and management of the HR division, recruitment and selection, interviewing, staff performance, staff development, management of annual salary reviews, completion of monthly payroll variations, retention of quality staff, employee relations, statutory issues, resolution of staff issues including disciplinary and grievance procedures, management of HR and training budgets as well as labour issues up to CCMA. *For more details on this CV, please call Rory Davies on 0113461917 or email rory@pen.co.za*

Insurance

Underwriter R15 000

Utilize this candidates professional qualifications and experience as an underwriter and strong admin experience. She is well spoken and is an excellent communicator. *Call us in order to meet her. For more details call Maggy Kruger on 0113461917 or email maggy@pen.co.za*

Commercial Underwriter, R14 500

Advanced construction and engineering course. Experienced in short term insurance and life assurance. Duties include endorsing existing policies, issuing of new business, underwriting, preparing quotes, dealing with brokers, re-broking and checking of policy wording. *For more details on this CV, please call Rory Davies on 0113461917 or email rory@pen.co.za*

Internal Broker, R230 000

FAIS compliant. Works on large accounts. Responsible for retaining and servicing a portfolio of existing clients, negotiating with insurers, relationship building, obtaining quotes from insurance markets, credit control, renewal allocations of premiums, compiling variance reports, checking of policy workings, claims reports and analysis, just to name a few. *For more details on this CV, please call Rory Davies on 0113461917 or email rory@pen.co.za*

Medical

Operations Manager R300 000

32 Years Medical administration experience. Reviewing, designing & implementing procedures. Reconciliations, administering, claims and customer services. *For more details call Maggy Kruger on 0113461917 or email maggy@pen.co.za*

Payroll

VIP Payroll R14 000

Highly recommended candidate. Experience in all aspects of payroll Good communicator and a good team player. Excellent candidate. *For more details call Maggy Kruger on 0113461917 or email maggy@pen.co.za*

Payroll R12 000

Utilise this candidate's Payroll experience as an all rounder. Experienced on various payroll packages. *For more details call Maggy Kruger on 0113461917 or email maggy@pen.co.za*

Purchasing

Procurement Manager R280 000

BCom degree. Highly skilled in Procurement Management. This individual can negotiate agreements, contracts and control price increases with suppliers. Well worth having on your team. *For more details call Maggy Kruger on 0113461917 or email maggy@pen.co.za*

Procurement Manager R280 000

Implementation & Maintenance of OHS act, ISO 9001, 2000 ISO 14001 and OHSAS 180011. Stable work record. He can multitask and is computer literate on various programmes. *For more details call Maggy Kruger on 0113461917 or email maggy@pen.co.za*



Procurement Manager R380 000

B Tech degree ((Production Management) His experience in Logistics, Buying and supply Chain Management was gained with one of the biggest suppliers of steel parts in South Africa. He is computer literate on various programmers. He has experience in admin, stock, purchasing, and route planning and staff issues. A must have for any organization. For more details call Maggy Kruger on 0113461917 or email maggy@pen.co.za

Senior Buyer, R16 000

Completed Diplomas in Purchasing & Supply Management and Marketing Management. In-house training on various computer packages. Management of purchase orders, outstanding orders and queries, obtaining prices and negotiations, arrange stock takes, expediting purchase orders, production planning and materials planning in line with the requirements of tenders, customer orders and stock management. For more details on this CV, please call Rory Davies on 0113461917 or email roly@pen.co.za

Sales & Marketing

Customer Relations Manager/ Brand Manager R240 000

A strong track record in Commercial Marketing, FMCG and brand Management. Product launches, media, research and planning. Building and implementation of a new mobile phone network. For more details call Maggy Kruger on 0113461917 or email maggy@pen.co.za

Technical Sales/ Operations R32 000

Experience in Sales, Operations, Technical, Training, Logistics, Production need we say more. Contact us to view this candidates CV. For more details call Maggy Kruger on 0113461917 or email maggy@pen.co.za

Regional Sales Manager, R30 000

Obtained MBA as well as other Degrees. Key areas include management of daily routines, setting and achieving monthly and annual targets, channel development, management of product margins and GPS, implementation and compliance with all TQM requirements, compliance with all ISO standards, management of signage, advertising contracts, trade exhibitions, community projects. For more details on this CV, please call Rory Davies on 0113461917 or email roly@pen.co.za

Telesales/Call Centre Agents (Inbound and Outbound)

Candidates with experience in both inbound and outbound telesales in various industries. For more details on this CV, please call Rory Davies on 0113461917 or email roly@pen.co.za

Business Development Manager, R450 000

B.Com Marketing and Economics, this candidate enjoys the FMCG industry. Accountabilities include creating brand images, building relationships with corporates, publishers and printers, providing sales and marketing with market-specific information, statistical reports, channel management, evaluations and adjustments of strategic directions, supervision of marketing team, etc. For more details on this CV, please call Rory Davies on 0113461917 or email roly@pen.co.za

Corporate Sales Account Executive, R13 500

A very technically orientated candidate who has vast knowledge of the telecommunications industry. Responsible for upgrades and retention management, business plan creation and management thereof, leverage new sales solutions, churn management, accurate pricing, age analysis, relationship management, policy compliance, team management, negotiations, business analysis, merchandising, stock management as well as computer networking and support. For more details on this CV, please call Rory Davies on 0113461917 or email roly@pen.co.za

Secretarial

PA/Sales Assistant, R13 500

Completed Secretarial Diploma and Public Relations course. Provides full secretarial function to various managers and directors, calculates profits for sales department, process invoices and expense claims, prepares material for meetings, presentations, organizes sales conferences, preparation of training manuals, the maintenance of company's price lists, etc. For more details on this CV, please call Rory Davies on 0113461917 or email roly@pen.co.za

Personal Assistant, R17 000

Secretarial Diploma and Executive Secretarial Programme. This meticulous candidate's duties include effective diary management, administrative support, arrange meetings and takes accurate minutes, management of travel arrangements, typing of all correspondence, reports, memoranda and other necessary documents, legal compliance control, compilation of databases, spreadsheets and presentations, general office management. Also has human resources and recruitment knowledge. For more details on this CV, please call Rory Davies on 0113461917 or email roly@pen.co.za

