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July 2008

# Candidate *bulletin*

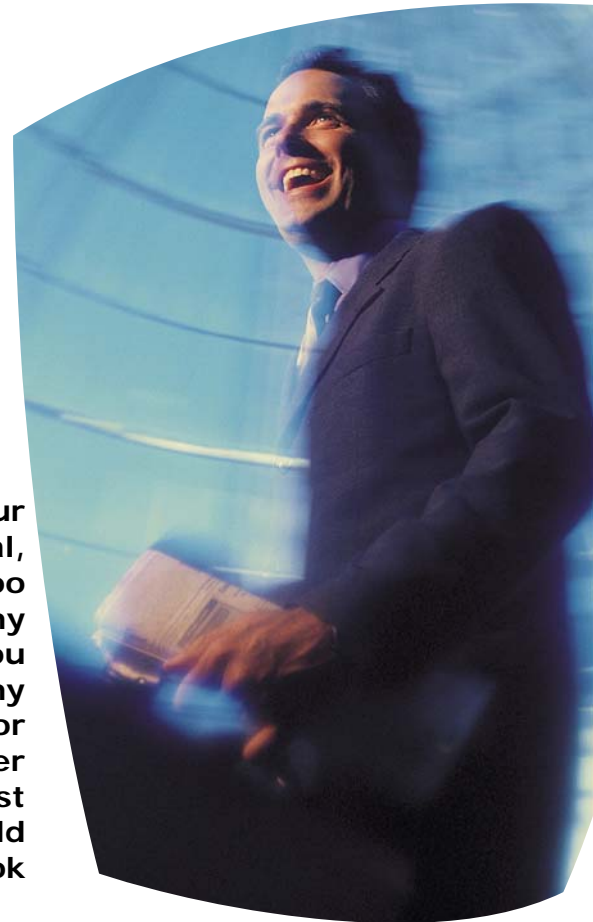
ADDRESSING THE RECRUITMENT NEEDS OF COMPANIES AND PLANTING THE SEEDS FOR A PROFITABLE FUTURE.

*Professional recruitment for the business community of South Africa for over 22 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*

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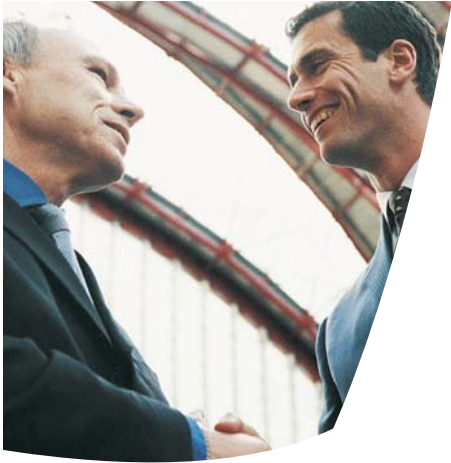
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*The Pentad Group Candidate Bulletin- July 2008*

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## Accounts/Admin

### **Group Financial Manager, R825 000**

Qualified as CA and has done MBL. Completed articles. This candidate has experience in preparing and reviewing annual budgets, developing business forecasts, evaluating internal controls, policies and procedures, managing the treasury function with bankers, consolidated annual and interim financial statements, liaising with internal and external auditors as well as managing staff. *For more details on this CV, please call Rory Davies on (011)3461917 or email [rory@pen.co.za](mailto:rory@pen.co.za)*

### **Senior Business Analyst, R560 000**

CA and completed MBL. Audited various medium to large companies whilst doing articles. Implemented JDE at 5 operations of the company. Once implemented, the following duties included facilitating organizational changes to implement general ledger, accounts payable, accounts receivable, fixed assets, job costing and cost and management accounting on the new system. Other duties included the development and implementation of new business practices and procedures as well as the preparation of consolidated accounts, management and divisional reporting. *For more details on this CV, please call Rory Davies on (011)3461917 or email [rory@pen.co.za](mailto:rory@pen.co.za)*

### **Internal Auditor, R503 000**

Qualified CA and currently studying towards first level of CFA programme. Completed articles. This candidate's goal since completing articles has been to get rounded experience in finance i.e. financial accounting, management accounting, financial reporting as well as internal audit. Some responsibilities are identifying risks and related internal control, developing audit procedures and working papers, business line mapping, procurement audits. As Senior Management Accounting, duties included management accounting, budget process, report writing, information analysis as well as supporting financial staff. *For more details on this CV, please call Rory Davies on (011)3461917 or email [rory@pen.co.za](mailto:rory@pen.co.za)*

### **Project Accountant, R368 p/h**

A Chartered Accountant with many years of broad-spectrum professional experience. Areas of expertise include financial accounting, taxation, auditing as well as management where some duties include preparation and review of monthly management accounts, board packs, annual budgets, forecasts, business plans, statutory financial statements, annual tax returns and packs, provision tax and fringe benefits tax returns, audit planning, assessment of audit risk, staff motivation, training. Performance appraisals, attending to legal and insurance matters. *For more details on this CV, please call Rory Davies on (011)3461917 or email [rory@pen.co.za](mailto:rory@pen.co.za)*

### **Financial Manager, R312 000**

Currently studying for final exam for membership to the ACCA. Completed B.Compt. Some responsibilities include the full financial function of the company, control of expenses, management of income, internal audits, managing the external audit process, KPA's, compilation of financial and management reports. Has also been Head Office Tax Accountant where he has submitted monthly board packs on tax, submission of annual or monthly tax returns, tax planning for individuals and the company, etc. *For more details on this CV, please call Lindsey Moore on (011)3461917 or email [lindsey@pen.co.za](mailto:lindsey@pen.co.za)*

### **Financial Manager, R264 000**

Completed B.Compt. This outstanding candidate has knowledge and experience in monthly board packs, reporting on sales performance, nett appreciation/depreciation, deal discounts, statutory returns, monthly journals which include debtors journal, confidential provision, stock journal, discount journal, payroll journal, staff loans, income statements, nett purchases, industry statistics, management, creditors and stock i.e. purchases, returns, creditors recon between statements and ledgers, cashflow, stock takes plus many more duties. *For more details on this CV, please call Lindsey Moore on (011)3461917 or email [lindsey@pen.co.za](mailto:lindsey@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. 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 Lindsey Moore on (011)3461917 or email [lindsey@pen.co.za](mailto:lindsey@pen.co.za)*

### **Assistant Accountant, R166 320**

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 Lindsey Moore on (011)3461917 or email [lindsey@pen.co.za](mailto:lindsey@pen.co.za)*

## Artisan/Trade

### **Pipe Fitter/Boilermaker, R75 p/h**

Passed Trade Test. Did a course on fabrication of pipes i.e. structural (pressure vessel), developing, rolling of pipe reducers, lobster bands, etc. Experience in stick welding, argon tacking, structural boilermaking. Can read isometric drawings. *For more details on this CV, please call Lindsey Moore on (011)3461917 or email [lindsey@pen.co.za](mailto:lindsey@pen.co.za)*

### **Maintenance Technician, R242 400**

Completed N6. Duties include overseeing various sites where he monitors and optimizes production equipment, liaises with contractors, plan and implement maintenance schedules, create work orders, purchase orders, training, assist in repairing breakdowns and roving maintenance on coating machines, slitting machines, pumps, pneumatic, hydraulic and electrical fault finding. Knowledge on shuttle cars, jet fans, conveyor systems, airlifts, air compressors, magnetic separators, pumps, vibrating screens, etc *For more details on this CV, please call Lindsey Moore on (011)3461917 or email [lindsey@pen.co.za](mailto:lindsey@pen.co.za)*



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## Engineering

### **Civil Engineer, R340K 000**

Awaiting results for M.Eng. Member of ECSA. Duties include setting out of municipal services – roads, sewer, water and stormwater services, installation of pipes, building of roads, geometric design, estimating bill of quantities, tender documentation, forensic engineering, substructure geotechnical investigations, payment certificates. *For more details on this CV, please call Lindsey Moore on (011)3461917 or email [lindsey@pen.co.za](mailto:lindsey@pen.co.za)*

### **Civil Engineering Technician, R420 000**

Currently enrolled for B.Tech Civil Engineering. Has completed the necessary training. Duties include quantities measurement, inspection and supervision of construction, identifying problems on site and providing solutions, inspection of excavations, foundations, reinforcing steel and shuttering, construction materials, scheduling and cost estimation of various sites, completion certificates and preparing cross section drawings. Has knowledge of the construction of low cost housing, roads, sewer, water, reservoirs and steel structures. *For more details on this CV, please call Lindsey Moore on (011)3461917 or email [lindsey@pen.co.za](mailto:lindsey@pen.co.za)*

### **Electrical Engineer, R315 000**

B.Sc Electrical Engineering (heavy current). Completed training. Knowledge of the maintenance of motors (AC & DC), gearboxes of pipe rollers and electrical panels. Reading and updating of electrical drawings. Involved in Lt and HT substation switchgear and expansion projects. *For more details on this CV, please call Lindsey Moore on (011)3461917 or email [lindsey@pen.co.za](mailto:lindsey@pen.co.za)*

### **Electrical Engineer, R350 000**

B.Sc (Hons) Electrical Engineering. Completed training as an Electrical Power systems Engineer. Sound knowledge and experience in thermal electrical power generation operations and plant maintenance. Cost analysis and economic evaluation skills, safety awareness, computer based maintenance and procurement systems, information management, technical report writing. *For more details on this CV, please call Lindsey Moore on (011)3461917 or email [lindsey@pen.co.za](mailto:lindsey@pen.co.za)*

### **Planning & Design Engineer, R180K 000**

B.Sc (Hons) Electrical Engineering. GradZwIE and awaiting accreditation by the Engineering Council of SA. Completed

training and has vast knowledge on electricity supplies to cities. Preparation of tenders, negotiating contract terms, monitoring project implementation by contractors, project manuals, capital budget compilation and control. Design of LV and HV electrical reticulation, calculation of fault levels and system grading. *For more details on this CV, please call Lindsey Moore on (011)3461917 or email [lindsey@pen.co.za](mailto:lindsey@pen.co.za)*

### **Structural Engineer, R124 800**

Completed NDip Civil Engineering and is busy with B.Tech Structural Engineering. This candidate has been involved in drainage structures, detailing of reinforced concrete structures, bill of quantities for projects, store enlargement, land surveying and detailing of sewer and water reticulation, site investigations, structural steel roofs as well as designing. *For more details on this CV, please call Lindsey Moore on (011)3461917 or email [lindsey@pen.co.za](mailto:lindsey@pen.co.za)*

## HR

### **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 Lindsey Moore on (011)3461917 or email [lindsey@pen.co.za](mailto:lindsey@pen.co.za)*

### **HR Officer – Operations, R158 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 Lindsey Moore on (011)3461917 or email [lindsey@pen.co.za](mailto:lindsey@pen.co.za)*

### **HR Administrator, R96 000**

Currently studying B.Tech Public Management. Responsible for the overall administration functions of the HR unit. Liaising with HOD's and Line Managers, recruitment and selection, conducting interviews, training and development, industrial relations, dealing with Unions, implementing policies and procedures, drawing up of job profiles, learnership contracts, compiling training reports. Good knowledge of the Labour Relations Act, Employment Equity Act, BCEA, skills Development Act and Levies Act. *For more details on this CV, please call Lindsey Moore on (011)3461917 or email [lindsey@pen.co.za](mailto:lindsey@pen.co.za)*

### **Chief Payroll Administrator, R216 000**

Completed various accounting and payroll computer courses and is currently studying B.Comm Financial Management. Key responsibilities are handling, implementing and overseeing the payroll functions, taxation, internal control, ensuring the compliance with statutory requirements, correcting errors, releasing payments of salaries as well as payroll reporting and third party payments. VIP Report Writing experience. *For more details on this CV, please call Lindsey Moore on (011)3461917 or email [lindsey@pen.co.za](mailto:lindsey@pen.co.za)*



## Insurance

### **Senior Manager, R438 000**

Diplomas in Sales Management & Marketing, Marketing of Real Estate and Personal Financial Planning. Certified Financial Planner. Principal tasks are organizing and developing the infrastructure of the company for consulting of corporate health, life and pension cover. Oversee legal and technical training needs, recruitment. Identify marketing opportunities. Identify potential exposure to risk. Responsible for developing partner alliances and building relationships, creating business awareness. Definitely an asset to your Company. For more details on this CV, please call Rory Davies on (011)3461917 or email [rorry@pen.co.za](mailto:rorry@pen.co.za)

### **Insurance Consultant, R72 000 + Comm**

Currently studying towards RFP 2 qualification. Duties include lead generation, setting up appointments for Financial Advisors, customer services, selling insurance products i.e. life cover, retirement annuities, investments and funeral cover. Compiling of various reports. For more details on this CV, please call Lindsey Moore on (011)3461917 or email [lindsey@pen.co.za](mailto:lindsey@pen.co.za)

### **Sales Consultant, R66 000 + Comm**

Completed Call Centre Certificate. Selling of short term insurance products to clients. Customer Services. For more details on this CV, please call Lindsey Moore on (011)3461917 or email [lindsey@pen.co.za](mailto:lindsey@pen.co.za)

### **Telesales Consultant, R42 000 + Comm**

Selling of insurance policies, achieving targets, assisting active policy member's with queries.

### **Telesales/Call Centre Agents (Outbound)**

FAIS compliant candidates with short term and life insurance experience. For more details on this CV, please call Lindsey Moore on (011)3461917 or email [lindsey@pen.co.za](mailto:lindsey@pen.co.za)

## Sales & Marketing

### **Business Analyst, Rneg**

Completed B.SC and Diploma in Marketing Management. Dealt with Company's branches internationally with regards to management of expectations and any resultant conflict resolution, sales and administration assistance, training of the international offices, competitors analysis reports both locally and abroad, increasing the turnover, building and maintaining relationships. Most definitely an asset. For more details on this CV, please call Rory Davies on (011)3461917 or email [rorry@pen.co.za](mailto:rorry@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 Lindsey Moore on (011)3461917 or email [lindsey@pen.co.za](mailto:lindsey@pen.co.za)

## Technical

### **Draughtsman, R94 000**

Enrolled for B.Tech in Structural Engineering. This candidate has worked on a number of projects including shopping complexes, residential building, bridge parapets as well as industrial buildings. Was involved in draughting and detailing of structures for projects. Prepared structural steel roof drawings, concrete layouts, bending schedules, etc. For more details on this CV, please call Lindsey Moore on (011)3461917 or email [lindsey@pen.co.za](mailto:lindsey@pen.co.za)

### **AutoCAD Technician, R96 000**

Completed National Diploma in Mechanical Engineering and is currently studying a Diploma in Marketing. Working experience on mechanical electrical and architectural projects and has been responsible for water reticulation, air ventilation, electrical installations. Duties include drawing of architectural floor plans, taking measurements, presentation of finished drawings to various engineers, preparation of schedule of quantities for different jobs and procurement of materials. For more details on this CV, please call Lindsey Moore on (011)3461917 or email [lindsey@pen.co.za](mailto:lindsey@pen.co.za)

### **Product Manager, R528 000**

BSc Mechanical Engineering and has completed MBA. This hard working candidate's responsibilities include managing the production data input, inventory and material procurement, process engineering, product quality, personnel development human resources, equipment and machinery, health and safety, discipline, costing, marketing. Tender documentation and submitting thereof. For more details on this CV, please call Rory Davies on (011)3461917 or email [rorry@pen.co.za](mailto:rorry@pen.co.za)

### **Chief Automation Engineer, R721 000**

BSc Electrical Engineer, completing MBA. Some technical functions include specification of equipment and services, testing and commissioning, putting into service of plant, integration with electrical and mechanical systems, development of plant control philosophies and implement control methodologies, managing contractors and suppliers. Management functions include managing project managers, automation engineers, technicians to ensure low cost production, employee development, managing capital expenditure and producing budget forecasts, feasibility studies, tender preparation, procurement of equipment, etc. For more details on this CV, please call Rory Davies on (011)3461917 or email [rorry@pen.co.za](mailto:rorry@pen.co.za)

