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June 2008

# Candidate *bulletin*

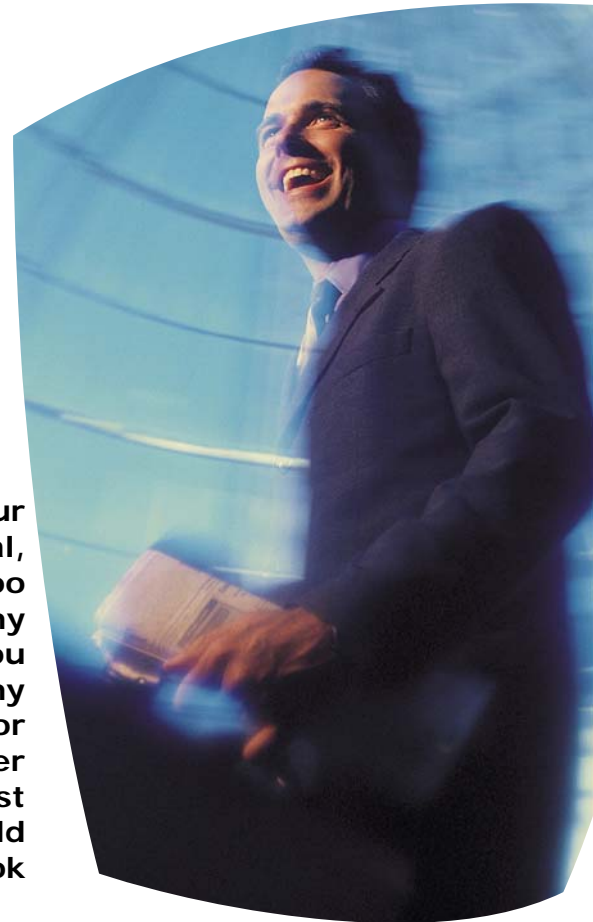
ADDRESSING THE RECRUITMENT NEEDS OF  
COMPANIES AND PLANTING THE SEEDS FOR A  
PROFITABLE FUTURE.

*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

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*...your Recruitment Alliance*

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*The Pentad Group Candidate Bulletin- June 2008*

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## Accounts/Admin

### **Financial Manager, R550 000**

Qualified CA. Accountable for portfolio management, financial management and reporting, debt collections, lease administration for three portfolios and four regions, liaising with external auditors, management of junior staff. Vast knowledge in the financial services sector where some responsibilities included audit strategy and risk assessment, management of key client relationships, reviewing of statutory accounts and team management. *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 Manager – Finance, R697 000**

Registered CA. Duties are project management which includes liaison with external consultants on initiatives i.r.o business process re-engineering, financial control and compliance, regional and head office reporting, budgeting, internal audits, assessment of impairments of intangible assets as well as many more duties. *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, R800 000**

CA with local and international experience in commerce and industrial companies. Many years experience in financial accounting which includes monthly management accounts, annual budgets, forecasts, business plans, statutory financial statements, income statements, balance sheet, cash flow management, taxation, year end returns, variance analysis, auditing, staff training and motivation, performance appraisals, attending to legal and insurance matters, risk control management. *For more details on this CV, please call Rory Davies on (011)3461917 or email [rory@pen.co.za](mailto:rory@pen.co.za)*

### **Accountant, R520 000**

Completed CA qualification. This candidate enjoys the financial sector. Responsibilities include preparation and revising of board packs, preparing monthly management reports, commenting on company performance, preparing annual financial statements, income tax and VAT returns, balance sheet reconciliations, processing journals, just to mention a few. *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, R390 000**

Completed Articles and is currently studying CIMA. This candidate moved from internal auditing to finance where some responsibilities are preparing management information and financial packs, budgets/forecasts, inter-company loan accounts, compliance, fixed asset register as well as overseeing finance department. *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

### **Operations Supervisor, R247 200**

Trade tested Millwright as well as completing apprenticeship. Some duties include management of health, safety, environment and risk standards, focus on production targets, preventative maintenance, provide technical support and training of subordinates. Equipment worked on include crushers (jaw & cone), vibrating screens and feeders, pumps, compressors, hydraulics and pneumatics, conveyors, elevators, electromagnets, overhead cranes, electrical motors and extruders, 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)*

### **Field Technical, R168 000**

Completed ND Electrical Engineering both heavy and light current. Qualified Millwright and has Wireman's Licence. Responsibilities include attending to electrical and mechanical breakdowns, service plans on compressors, panel wiring, fault finding and modification on both electrical and mechanical, programming elektronikon, AC and DC drives, overhauling of compressors. Some equipment worked on include packaging machines, conveyors, electrical motors, pumps, bearings, chain drivers. Knowledge of fitting, welding, rigging. *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 Electro-Mechanic, R40 800**

Completed N5 Millwright (Electro-Mechanic) where the modules were principles of electricity, basic fitting, rigging and welding, mechanical appliances, hydraulics, pneumatics, electronics, power and controls, basic PLC. Experience and knowledge on tone presses, cooling and heating tunnels, AC/DC drives, pumps, soldering machines, crimping machines, etc. This applicant is seeking a company that will assist him in doing his trade test as a Millwright. *For more details on this CV, please call Lindsey Moore on (011)3461917 or email [lindsey@pen.co.za](mailto:lindsey@pen.co.za)*

### **Double Coded Welder, R59 per hour**

Trade tested as a Welder (Red Seal) and has professional experience in MIG welding (micro wire and flux core) of stainless, carbon and aluminium on pipes and plates, TIG (argon arc and stick) normalized nickel, cast iron, titanium, gas welding, copper and carbon, boilermaking and sheet metal work. Has worked on various projects locally and internationally. *For more details on this CV, please call Lindsey Moore on (011)3461917 or email [lindsey@pen.co.za](mailto:lindsey@pen.co.za)*



### **Pipe Welder, R60 per hour**

Qualified Welder in all different fields. Also completed courses overseas which include welding techniques, welding inspections, rigging and slinging, 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)*

Also have qualified Millwrights, Boilermakers, Fitters, Toolmakers, Electricians, Mechanics, Mechanical and Electrical Engineers, 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)*

## **Banking**

### **Sales Manager, R252 000**

Duties include generating of sales and achieve prescribed sales targets, compiling sales strategy, develop relationships with internal and external stakeholders, businesses and unions, manage staff in line with human capital processes, compile and deliver monthly reports, human resources, general administration duties, etc. *For more details on this CV, please call Rory Davies on (011)3461917 or email [rory@pen.co.za](mailto:rory@pen.co.za)*

### **Area Sales Manager, R340 000**

Completed Sales & Marketing Management and currently holds a COP. Managed 145 staff which includes mobile consultants, team leaders, sales support and admin. Vast experience in ensuring sales targets are achieved, monitoring expenses, performance management and appraisals, compliance, recruitment, do company presentations and promotions, develop area strategies, creating brand awareness, assisting in fraud investigations. *For more details on this CV, please call Rory Davies on (011)3461917 or email [rory@pen.co.za](mailto:rory@pen.co.za)*

### **Area Sales Manager, R320 000**

This outstanding candidate has vast knowledge in the banking sector. Some responsibilities include the control of Sales Managers and contract staff for non branch sales, Islamic banking and Acquisition bankers, sales performance, growth, development and coaching

of sales managers and their staff, compliance, income, assets and liabilities, oversee all administration functions, attracting new business, retention and expansion of existing book. *For more details on this CV, please call Rory Davies on (011)3461917 or email [rory@pen.co.za](mailto:rory@pen.co.za)*

### **Branch Manager, R465 000**

B.Com Personnel Management and intending to register for MBA, this candidate has also completed various work related courses. Duties entail the general management of the branch, ensuring compliance to internal and statutory requirements. This includes staff performance management and development. Prior to this, she was the Small Medium Enterprises Manager responsible for the Commercial Book. *For more details on this CV, please call Rory Davies on (011)3461917 or email [rory@pen.co.za](mailto:rory@pen.co.za)*

## **Call Centre**

**Telesales/Call Centre Agents (Outbound).** FAIS and FICA compliant candidates with short term, life insurance and banking 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)*

## **HR**

### **HR Officer, R192 000**

ND HR Management and various VIP courses. Duties include contracts, payroll, terminations/resignations, inductions, medical aid and pension funds, work performance assessments, disciplinarys, policies, wage time sheets, training, advice on IR related procedures as well as many more. *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**

### **Financial Consultant, R276 000**

Completed various courses concerning investments. Main responsibilities include financial advice, estate planning, financial needs analysis, sales of life and endowment policies, deferred compensation policies, retirement annuities, share portfolios, participation in bond borrowers and investors in commercial and industrial properties, internal audits, compliance. *For more details on this CV, please call Rory Davies on (011)3461917 or email [rory@pen.co.za](mailto:rory@pen.co.za)*



## IT

**IT Technicians, IT Support, Network Developers, Programmers**, etc. For more details on these CVs, please call Lindsey Moore on (011)3461917 or email [lindsey@pen.co.za](mailto:lindsey@pen.co.za)

## Sales & Marketing

### **Architectural Consultant, R216 000**

Completed Paint Technology Modules 1-12. Has dealt with major construction companies where he promotes his products, mainly paints. Responsible for tender processes, servicing existing clients as well as looking for new accounts, involved in the design and selection of fittings, paints and finishings, internal and external sales, market research, production planning as well as staff training. 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/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)

## Secretarial

### **Department Secretary, R144 000**

Completed various courses. Responsible for diary management, travel arrangements, purchase orders, taking minutes of meetings, typing, performance and technical reports, petty cash, updating price lists, quotations, export documentation and general office 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)

### **Office Secretary, R48 000**

Secretarial Diploma completed. Duties include manning the switchboard, typing of correspondence, arranging meetings and union conferences, taking of minutes, banking, petty cash, travel allowances and adhoc 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)

### **Personal Assistant, R54 000**

Diploma in Applied IT as well as Office Administration. This candidate oversees the admin department where

some duties include training, compiling commission structures, making payments, capturing of new application forms, compiling claims as well as working hand in hand with the HR department doing interviews and performance appraisals. Also responsible for travel arrangements, taking and typing of minutes, staff salaries, debtors and creditors and general office 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)

### **Personal Assistant, R87 000**

Responsible for front office duties, answering the switchboard, typing general administrative duties, data capturing, wages, stock control, basic accounting, diary management, project management and management of admin support. 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

### **Tint/Colour Matcher, R81 600**

In depth knowledge of tinting of paint to the required colours both industrial and chromoscan, decorative tinting, ordering of stock. For more details on this CV, please call Lindsey Moore on (011)3461917 or email [lindsey@pen.co.za](mailto:lindsey@pen.co.za)

**Qualified Electronic Technicians** and Engineers, SHEQ Managers and SHEQ Administrators. For more details on this CV, please call Lindsey Moore on (011)3461917 or email [lindsey@pen.co.za](mailto:lindsey@pen.co.za)

## Warehousing

### **Warehouse Controller, R198 000**

This candidate has vast knowledge in warehousing. Some duties include overseeing of all raw materials as well as finished goods, issuing of stock, cycle counts and rotation of stock, maintenance of stores equipment, counter sales, cash up reports, checking of clock cards and time sheets, sorting out salary issues, sales reports, disciplinary hearing procedures, company policy and procedures as well as health and safety. For more details on this CV, please call Lindsey Moore on (011)3461917 or email [lindsey@pen.co.za](mailto:lindsey@pen.co.za)

