WE ARE FULLY FLEDGED HR SERVICES AND RECRUITMENT AGENCY

WE ARE TRANSPARENT IN ALL OUR DEALINGS

WE BELIEVE THAT QUALITY IS NOT EVERYTHING BUT THE ONLY THING

PLEASE CONTACT SHIVANI JUGGAN
RECRUITMENT MANAGER

OUR COMPANY DETAILS

Phone 011 029 0909
Mobile 078 801 8689
Fax 086 625 5195
Email shivani@femminit.co.za
Website www.femminit.co.za
Address BLOCK 2A, UNIT 15 NORTHGATE OFFICE PARK AUREOLE AVENUE NORTHWORLD
Postal Address PO BOX 73130 FAIRLAND JOHANNESBURG 2030
AN INTRODUCTION TO FEMMINIT CONSULTING

FEMMINIT CONSULTING was established in November 2010, as a Permanent Recruitment Service Provider to the MINING and IT industries.

We now operate as both an HR Services Company with Recruitment to all industries as our core business function. Our clients requested assistance with Industry specific positions and HR services; we took on the challenge and recruited the best Talent Acquisition Specialists and HR Consultants to make this possible.

We endeavor to provide a professional service by sourcing professionals who make a valued contribution and regard their careers as platforms to excel; our clients are businesses providing opportunities for growth and stability for their employees.

We understand that people are different, have different needs and define success differently and it is therefore our objective to know our applicants and clients well.

We operate in accordance with the highest standards of integrity in order to command the respect of all our clients and business community at large.

Our objective is to at all times serve both our clients and candidates with honor and integrity. We aim to provide an honest and reliable service, by simply finding the right candidate for the right job so that business and individual success can be achieved.

THE FEMMINIT TEAM

The FEMMINIT TEAM consists of four HR Professionals who collectively have more than 10 years of Recruitment Industry and HR experience.

Each Account Manager ensures that within his / her division our policy of operating with integrity is upheld, that the service we provide to both the job seeker and client is fair, open and follows our methodology.

MISS SHIVANI JUGGAN – RECRUITMENT MANAGER

Shivani is a proudly South African woman who was born in Glencoe KZN in 1984.

She is qualified with a Bachelor’s Degree in Industrial Psychology which she obtained from University of the Witwatersrand in 2006.

Shivani established Femminit Consulting in 2010 with the objective of simply providing a good service. She is passionate about service delivery, leaving a lasting impression and making a positive impact

MISS NEO MANGENA – BUSINESS DEVELOPMENT CONSULTANT

Neo was born in Johannesburg in 1985.

She is qualified in Human Resources, having obtained a National Diploma at the University of Johannesburg in 2009.

Neo is passionate about her 2 year old daughter who she adores.

She is also passionate about making a valued contribution, about service delivery and making a positive impact in the Employment Industry. She is friendly and approachable and is ready to assist you with your employment needs
SERVICES PROVIDED

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FEMMINIT CONSULTING PROVIDES A TRANSPARENT AND RELIABLE RECRUITMENT SERVICE TO BOTH JOB SEEKERS AND TO BUSINESSES.

We endeavor to treat both applicants and businesses with open communication, to listen and to follow a tried and tested 12 STEP RECRUITMENT METHODOLOGY to ensure that a complete structure is followed and that control is maintained.

OUR 12 STEP RECRUITMENT PROCESS

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* CUSTOMER RELATIONSHIP MANAGEMENT > JOB ORDER REVIEW WITH CLIENTS > SHORT - LISTING < SOURCING (HEADHUNTING, NETWORKING, SEARCH ENGINES) < ADVERTISING (SOCIAL NETWORKS, PRINT, ELECTRONIC) < APPLICANT PRIMING FOR INTERVIEW < REFERRING CV’S AND REFERENCES TO CLIENT < FOLLOW UP WITH THE CLIENT FOR INTERVIEW DETAILS < DOCUMENT CHECK < RESIGNATION COACHING / GUIDANCE <
SUMMARY OF OUR PROCESS

Advertising (Social Networks, Search Engines, Print)
Screening CV’s
Preliminary interviewing (Telephonic and Face to Face)
Reference Checking
Qualification, Criminal and Credit Verifications
Interview arrangements
Offer negotiations
Offer signing
Resignation guidance
Start Date negotiations and finalization

INCLUDES, ON REQUEST, THE FOLLOWING:

- Psychometric and Competency Assessments
- Profile testing
- Video tape and E-interviews

TEMPORARY RECRUITMENT

LABOUR OUTSOURCING

- Research current database, Internet based search engines,
- Advertising in media, newspapers etc.
- Head hunt for specialized skills, Community engagements,
- Word of mouth
- Management of Contract

SERVICE DELIVERY:

- Appointment of Contractors
- Contracts and related documentation
- IR Related Functions
- Payroll
- Induction of all Contract staff
- Medicals (Medical fitness and Exit)
- Training
- Health and safety

SPECIALIST INDUSTRIES AND POSITIONS >

ALL ASPECTS OF MINING AND ENGINEERING
Civil Engineering
Mine Managers
Mine Overseers
Environmental Consultants
Geologists
SHEQ Managers
Drill Hole Operators
Mine Supervisors
DMR Liaison Managers
Electrical Engineering
Mining Engineering
Mechanical Engineering
Metallurgical Engineering
Chemical Engineering
Instrumentation
Apprentice
Architectural
Construction
Electronics

THE FULL RANGE OF SPECIALIST IT AREAS INCLUDING

Business Analysis
Software Development
Project Management
IT Business Development
IT Sales
Business Intelligence
IT Engineers and Technicians
ERP and Infrastructure

GENERAL AREAS

Financial, Accounting, Banking
CEO / CIO / COO / CFO / Operation Managers
Service Delivery Managers
General Office Admin
General Management and Operations
Quality Assurance and Environmental Management
Insurance and Employee Benefits
Sales and Marketing
Public Relations and Communications
Human Resources and Training
Secretarial and Office Support
Call Centre Staffing Services
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