



Do you need top quality, professional staff?



Contact Details.

Email info@profcvzone.co.za
Web www.profcvzone.co.za

P.O. Box 35936
Menlo Park, 0102
Pretoria

Contact:

Carel Botha
Tel. 012 344 3372
Fax. 086 619 7909
Email carel@profcvzone.co.za

Collins Beza
Tel. 012 344 4251
Email collins@profcvzone.co.za

Professional CV Zone will meet all your staffing requirements. At Professional CV Zone we are committed to supplying excellent people that will enhance your company's service offering.

We work together with our clients to establish their needs. This enables us to offer the most appropriate recruitment, screening and selection procedures possible. This worthy exercise is standard practice for both permanent and temporary positions. The aim is to find the best possible candidate for you. Our recruitment procedures follow a fair and non-discriminatory selection process. Key requirements are carefully assessed in terms of performance, qualifications,



skills, proficiency and competence. Our aim is to place and source professionals who will make significant contributions to the success of your business.

Currently our candidate database exceeds 2100 professionals.

We have the cream of the crop in administrative skilled and qualified people. Our rates are constantly reviewed in order for us to offer the best value to you as a business manager or owner.

Our business is passionate about people. Our people are passionate about business.

Looking for an exciting new career?



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Professional CV Zone can shape your future! We have a large database of employers wanting highly motivated staff with various levels of training and experience. We provide you with face to face expert advice. Get your CV professionally drafted using the latest scientifically formulated guidelines.

We cater for entry level to senior management recruitment of permanent and temporary personnel in various fields such as: administration, banking, insurance, engineering, industrial, technical, information technology, project, retail and textile, call center, promotions, hospitality, sales and marketing.

What makes us special?

Apart from offering permanent and temporary placements, **Professional CV Zone** actively seek to assist disabled candidates through the **Carel Botha Foundation for People living with Disabilities**. Through this initiative Professional CV Zone is able to provide the SME and corporate sector with highly skilled disabled candidates. We form an integral link between these candidates and companies looking to address Employment Equity.

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Services:

- Provisioning of staff across all categories
- Executive Search [Head Hunting]
- Staff Outsourcing
- Permanent Recruitment
- Labour Broking
- Reference Checks
- Credit Checks
- Criminal Checks
- Qualification Checks
- Interviewing & Screening
- Curriculum Vitae Writing

Carel Botha Foundation for People Living with Disabilities:

- Sourcing & Recruitment
- Reference Checks
- Credit Checks
- Criminal Checks
- Qualification Checks
- Training
- Placement



The Recruitment Process:

- Job Spec from employer
- Source Candidate
- Screen
- Interview
- Assess
- References
- Verify
- Short listing
- Selection
- Client Interview
- Guarantees

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Helping People with Disabilities.

Professional CV Zone actively seeks to assist disabled candidates through The Carel Botha Foundation for People living with Disabilities.

Employing people with disabilities has the following advantages for your company:

- Financial benefits through the “Access to Work” Government funding program.
- It boosts company morale.
- This in turn means that you have happier more productive staff.
- The image of your company is boosted thus increasing sales.
- Lower staff turnover as result.

We provide a Professional Cost Effective Service.

Professional CV Zone wants to develop long-term relationships with our clients. Thus we can progress together. Emphasis is on cost saving measures and professional service levels. We are confident that we can assist you in making your recruitment process, cost effective and hassle free.

Our business values are:

Quality Products, Exceptional Service, Availability, Profitability, and Integrity. **These values are non-negotiable.** Our values allow **Professional CV Zone** to give you maximum flexibility ensuring positive results.

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