



The **personalised** approach to recruitment

Page
Personnel

FINANCE | SECRETARIAL | FINANCIAL SERVICES

The benchmark for support staff recruitment

Michael Page International was launched in Asia in 1994 and has grown to be the region's premier specialist recruitment consultancy. Page Personnel complements the Michael Page International offering, recruiting for a range of accounting and finance, business administration and secretarial support roles. Our Asian operations join an established brand and a network of offices globally.

As part of Michael Page International, one of the world's largest and most successful recruitment consultancies, we can leverage over 15 years of recruitment experience and expertise in the Asia region. This enables us to deliver the results that you want – the best employees available, quickly and without fuss.



Putting talent in place

Page Personnel, is trusted by junior professionals and senior managers alike to provide them with a service that is second-to-none. Our consultants are specialists with in-depth market knowledge of salaries, team structures and industry trends.

Finance

- Junior Accountants
- Accounts Payable
- Accounts Receivable
- Credit Control
- Payroll

Office Support

- PA/EA
- Secretaries
- Office Managers
- Receptionists

Financial Services

- Finance
- Operations
- Administrators
- Retail Banking

We understand the important role that support staff play in every organisation. When the pressure is on to make a key hire, you need to do it quickly and efficiently. You can rely on us to deliver the quality of service that you need – fast!



Temporary or permanent – you decide

Page Personnel maintains an industry leading database of candidates who are available to work on a temporary or a permanent basis.

Temporary candidates are a great way of filling a permanent role where a candidate has yet to be found. They are ideal in a number of situations: when headcount restrictions exist or to help at busy times such as the end of the year, financial year-end and holiday periods or to assist with system implementations and special projects.

Why use Page Personnel?

Page Personnel provides a specialist focus on the recruitment of accounting and finance, business administration and secretarial support staff with a service offering that is unrivalled.

Our Page Personnel team focuses on providing clients with quality recruitment solutions in a time efficient fashion with a 48 hour turnaround time for short-list delivery, an appropriate fee structure for this level of recruitment along with the same service levels, professionalism and quality as Michael Page.



We make sure you're never undersold

We always actively promote our clients. On receipt of an enquiry, your Page Personnel consultant will speak to you in person or on the phone in order to gather more information. This extensive consultation enables us to sell your organisation rather than just tell candidates about the job. We want to achieve the absolute best fit between clients and candidates and this can only be achieved by investing the time to understand the needs of both parties.



We never rest on our success

We firmly believe that we're only as good as our last assignment.

At Page Personnel, we fully understand that our reputation is built upon one job at a time. This approach to our work hones our skills and keeps our attitude and focus sharp. It is our aim to continue to be the best recruitment consultancy in Asia and we're working hard to ensure that it is the case.



The **people** with the skills your **business** needs

Page Personnel invests heavily in finding the best candidates by advertising on our own website and a full range of external websites, news publications and journals.

Candidates like to work with us because we offer excellent long-term career advice and regular career guidance along with up-to-date industry information.

Personal referrals are our largest source of introductions and the majority of candidates register with us as a result of a referral or previous contact. This is a testament to the high level of professionalism and service that is establishing us as a market leader in our recruitment sector.

The strength of our database means when it comes to your recruitment assignment, we are often already in touch with the right people. Not surprisingly, this means that our service is faster and more successful than our competitors.

For all your accounting and finance, business administration and secretarial support recruitment needs, please contact your nearest Page Personnel office:

Asia

Hong Kong

Suite 611
One Pacific Place
88 Queensway

T: + 852 3602 2400

F: + 852 3602 2401

Kowloon

Suite 1011, Tower 1
Grand Century Place
193 Prince Edward Road West
Mongkok, Kowloon

T: + 852 3602 2450

F: + 852 3602 2451

enquiries@pagepersonnel.com.hk

Singapore

80 Raffles Place
17-20 UOB Plaza 2
Singapore 048624

T: + 65 6416 9800

F: + 65 6416 9801

enquiries@pagepersonnel.com.sg

Australia

Sydney, Chatswood, Parramatta

T: 02 8221 8100

F: 02 8221 8101

Brisbane

T: 07 3018 3800

F: 07 3018 3801

Melbourne, Wheelers Hill

T: 03 8616 6200

F: 03 8616 6201

Perth

T: 08 6430 6400

F: 08 6430 6401

enquiries@pagepersonnel.com.au