

# Temporary and permanent recruitment solutions



# Matching the **right people** with your business fast

## Who we are and our expertise

Located in Sydney's CBD, Options Consulting Pty Ltd now known as Australian Business Talent has in excess of 20 years' experience within the temporary (on-hire) and permanent administration and business support sectors.

## Stable leadership

Penny Perkins and Julie Turner have been recruiting and leading recruiting teams for over 20 years. Their extensive industry expertise is highlighted by their long term relationships with both clients and candidates.

## High calibre consultants

All our consultants are senior recruiters with the expertise to manage the full recruitment cycle. Our consultant turnover is negligible, allowing you to build continuity of contacts with several of our staff members who become well versed with your expectations and requirements.

## Account management

We strive to maintain and improve the high quality of service we offer and we have several processes in place to ensure ongoing contact and evaluation. This means we maintain close contact throughout an assignment to ensure your complete satisfaction.

## Reputation

Our business has been built by the satisfaction of our clients and candidates; via referrals and repeat business. Some of our clients have been utilising our service since our inception in 1992.

## Sophisticated sourcing strategies

Sourcing candidates is our speciality. Before we even begin to actively search or advertise on your behalf, we check our database where we host many top

candidates already. In addition, we have access to many more candidates through our extensive networks including those of Australian Business Talent and NSW Business Chamber

## Superior testing techniques

All our consultants are fully trained in behavioural interviewing techniques and have available to them a wide range of competency and psychometric testing tools.

## Timely solutions

Your urgent requirements receive our immediate attention. When you are looking to recruit staff, you often need the right person yesterday. Our database search capability, backed by our knowledge of your business, helps us to quickly sort and match candidates to your needs.



# Temporary and permanent recruitment solutions

Whether you require temporary (on-hire) staffing solutions to cover peak workloads, projects, leave, or dedicated assistance with permanent recruitment, our recruiting, screening and assessment methodologies ensure the best fit for your organisation.

## Business Support and Administration staff

We specialise in the recruitment of Business Support and Administration staff to a number of industry sectors. Positions include:

- Executive and personal assistants
- Office managers, team leaders and supervisors
- Secretaries, team assistants and WP specialists
- Research, sales, marketing and project coordinators
- Account coordinators
- Administrative, accounts and clerical assistants
- Receptionists and telephone operators
- Customer service representatives
- Database administrators and data entry operators
- Graduates for all industry sectors
- Bulk recruitment projects

From Friday 1 July 2011, Options Consulting became a division of NSW Business Chamber, joining forces with Australian Business Talent (NSW Business Chamber's current recruitment service) to bring you new capability and reach to meet your company staffing needs.

This relationship brings to you expanded capability in permanent and temporary recruitment through a state-wide reach of over 26 offices and inside access to a vast array of business resources provided by NSW Business Chamber, Australia's leading business support organisation.

NSW Business Chamber offers their members extensive assistance to help them manage their human resource obligations.

- **Australian Business Talent** Permanent, temporary, and contract recruitment
- **First People HR** Recruitment and mentoring services for Indigenous employment
- **Australian Business Lawyers & Advisors** Legal advice and support
- **Australian Business Apprenticeship Centre** Apprenticeships and Traineeship services
- **Australian Business Consulting & Solutions** Practical online HR/IR /OHS management tools

Options Consulting Pty Ltd  
is part of Australian Business Talent,  
a division of NSW Business Chamber  
Ltd. We share their mission by  
helping Australian business succeed.

Member of



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