



AER

our team commit to:

• **integrity**

we do what we say we will do!

• **accountability**

the buck stops with us!

• **loyalty**

we stand by our clients and our people

• **fun**

we enjoy what we do
and who we are

• **results**

a positive outcome for all parties



contact details

11/35 Apollo Drive
Albany, North Shore City

PO Box 302 - 416
North Harbour, Auckland 0751

Phone: (09) 414 5411
www.aer.net.nz



AER

...placing people first

• company profile

Albany Executive Recruitment Limited (AER) was established in April 2000, recognising the need for a professional employment service focusing on North Shore recruitment needs.

In today's ever changing and demanding market AER takes pride in satisfying our clients individual requirements for permanent, temporary and contract staff. With many years industry experience and a wide range of recruitment options at our disposal, we will work closely with you finding solutions that fit your business. We are committed to providing quality service resulting in mutual prosperity for all parties.

The team at AER place high value on the candidates we attract and strive to be recognised as the agency of choice by clients and candidates.

Business references are available upon request.

• permanent & temporary staff selection

Eliminate what can be time-consuming and costly. AER will identify and recruit personnel of the highest calibre to ensure your staffing needs are met.

We undertake:

- a search of our extensive database
- effective advertising to ensure quality response
- in-depth candidate interviews and skills-testing
- personality and cognitive reasoning profiling
- verbal reference checking with previous employers
- resumé and candidate profile presentations
- on-going consultation and follow-up throughout the placement process

Our computer-based testing provides fast, effective evaluation of skills with today's top office software including all current versions of Microsoft Office. Simulation of the program is virtually complete so that candidates can answer questions by performing complete tasks in any correct way the actual software allows: the best way to measure proficiency, productivity and accuracy. We have testing packages for call centre, customer service, accounting and finance, bookkeeping, numeracy, literacy and many more.

• permanent placement terms of business

terms and conditions: AER and the Client agree that each will be bound by the Terms contained herein, upon a referral of a candidate by AER to the Client (either verbally or in writing) and upon the Client communicating with such a candidate by interview, telephone, consultation, email or otherwise, with a view to offering him or her employment with the Client.

fees: Fees are charged based on a percentage of the total remuneration package of the candidate.

Salary \$50,000 and over - 15% + GST
Exclusive Terms - 15% discount

Salary up to \$49,999 - 14% + GST
Exclusive Terms - 15% discount

Minimum fee \$3,000 plus GST.

Where a company vehicle is provided, this will be assessed as remuneration of \$10,000 pa.

payment terms: Ten (10) days upon receipt of invoice.

permanent placement guarantee: AER undertakes to locate free of charge, a suitable replacement candidate if the employment is terminated by the candidate for any reason other than, redundancy, merger, company relocation or change of original job specification within three (3) months of the employment of the candidate PROVIDED THE PAYMENT TERMS HAVE BEEN MET. In the event that we do not replace, a pro-rata credit will be issued as follows:
fall-off within: 1 month 75%, 2 months 50%, 3 months 25%.

advertising: AER undertakes to provide free of charge to the Client, internet jobsite advertising. Other advertising costs will be agreed with the client and invoiced separately.

psychological, aptitude testing: Our candidates are assessed using personality and cognitive reasoning profiling as part of the interview process. Specific assessments in addition to the above are available with costs to be agreed with the client.

employment by client: If any candidate referred by AER verbally or in writing is employed by the Client, associated or subsidiary companies within four (4) months of introduction by AER, the above fees apply. See Fees.

acceptance of terms and conditions: Acceptance of a "Permanent Employee" from AER is deemed acceptance of these Terms.

• temporary placement terms of business

minimum booking: Four (4) hours in any one day will be charged.

rates: To be agreed mutually at time of order being placed and is inclusive of all Government levies, ACC, annual holiday loading and associated costs EXCLUDING STATUTORY HOLIDAY COSTS.

liability: No liability is accepted by AER for any loss, expense, damage or delay arising from or in relation to any failure to provide staff for all or part of the booking, or from misconduct or negligence or wilful disobedience of staff provided.

security: AER's employees must not be entrusted with the handling of cash or other valuables without prior written permission from AER.

occupational safety and health: The Client is responsible for ensuring their premises fully comply with all relevant occupational safety and health legislation. Any accident or OSH issue should be immediately reported by the Client to AER.

permanent employment: Should an AER temp be employed permanently by the Client or associated organisation within four (4) months of completing an assignment, a permanent fee is payable at our permanent placement terms of business fees.

payment terms: Invoices are payable within seven (7) days of receipt of invoice.

acceptance of terms and conditions: Acceptance of a temp from AER is deemed acceptance of these Terms.

guarantee: No charge will be made if an AER temp proves unsatisfactory and AER is informed within the first three (3) hours of the assignment commencing.

withdrawal: AER may withdraw any of its temp staff on assignment with the Client at any time if the Client does not comply with these Terms of Business.

AER
Group Limited