



[http://www.buzzwords.ltd.uk/recruitment\\_copywriter.htm](http://www.buzzwords.ltd.uk/recruitment_copywriter.htm)

(07-12645 – ADM BROCHURE)

(Front cover)

## **ADM Tempforce**

(tag line?)

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Suggest running a thin strip across the bottom of each double-page spread with contact telephone number and e-mail address:

**For more details about the 24-hour services of ADM Tempforce, call 0161-xxx xxxx or e-mail: xxx@xxx**

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Mission statement – use as is?

Or:

*“The mission of ADM Tempforce is simple: to do everything possible to provide all our clients with high quality staff who are specially selected for their skills, commitment and reliability.”*

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## **Welcome to ADM Tempforce**

**Providing Temporary and Contract  
Staff for a better business future**

**The success of your business depends on committed and qualified staff whose skills will enhance your business performance on both a day-to-day and long-term basis.**

To help you achieve that, ADM Tempforce is dedicated to providing a total Human Resources

solution. We will supply you with reliable, experienced staff as and when you need them.

### **Check out our approach...**

We take the work out of employing staff – and we meet the tightest deadlines. This cuts down on the hidden expense of the recruitment process, allowing you time to focus on your business.

### **Ultimate Solutions**

By combining competitive rates with a partnering approach to recruitment, ADM provide you with a reliable and responsive service to ensure you have the right staff in place at all times.

### **Always Accessible**

With coverage across North West England – and a major part of our client base is in the skills-rich areas of Greater Manchester – ADM specialise in round-the-clock accessibility for advice, service and candidate placement.

### **We're Your Partner!**

ADM is committed to building long-term relationships with all our clients, candidates and suppliers as well as becoming part of the communities in which we work. In this way, everyone benefits.

(Small box/panel)

**Recruitment solutions for better business**

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## **The ADM Philosophy**

**Being as flexible as you are in an effective recruitment partnership**

**In an ever-changing business environment, you need a recruitment partner with the professionalism and flexibility to respond to your needs – quickly and cost-effectively.**

ADM Tempforce has both the experience and the market knowledge to translate action into results.

The company was set up in 2003 by experienced search and selection consultants who had previously held board-level appointments in major UK and overseas' companies.

### **Here's How ADM Works...**

- From a flexible and knowledgeable base, we have grown rapidly. We now have clients who need temporary and contract staff in many sectors including manufacturing and industrial; production, warehousing and logistics; retail; sales; customer service; admin and clerical; and – our latest venture – the optical market
- We are committed to providing a comprehensive recruitment service for both clients and candidates alike. Our approach combines professionalism with creativity and flexibility. This has ensured that ADM not only wins new clients on a regular basis. It also means we retain clients as part of a lasting business partnership

- ADM Tempforce provides a reliable and professional service that is tailored to each client's needs. We go to great lengths to become a partner and to complement your organisation.
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(Panel)

### **ADM have 'REC Audited Status'!**

**This prestigious award demonstrates the commitment of ADM to industry regulation compliance and adherence to best practices.**

Recognised by the DTI, the REC Audit is the most comprehensive regulatory audit of its kind. ADM is proud to be among the UK's leading personnel companies who have achieved this award – the 'Gold Standard' of the recruitment industry.

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## **Warehousing and Distribution**

**We offer a full range of HR services across many industries - it's no surprise that ADM clients return again and again!**

**Finding temporary and contract staff with the broad range of skills required in the busy Warehouse and Distribution marketplace demands specialist experience and knowledge.**



At ADM, our skilled recruitment consultants will work closely with you to ensure that your staffing needs are met quickly and seamlessly.

### **Total Service**

Whatever your needs, ADM are here for you. At short notice, we can provide sickness or holiday cover – or essential staffing resources for periods of peak demand.

For your peace of mind, we provide complete staffing solutions across a broad range of industries. Typical positions include:

- Management and Supervisory staff
- Warehouse Operatives
- Production Operatives
- Order Pickers
- Packers
- FLT Operatives
- Drivers
- Cleaners

### **Long-term Commitment**

At ADM, we are totally committed to building mutually rewarding long-term relationships with all

our clients. For you, we will create a package of industry-specific benefits such as our comprehensive health and safety training and validation programme.

At ADM, attention to detail is the cornerstone of our commitment to customer service. With our in-depth knowledge of the sector, clients have 100 per cent confidence in our ability to deliver. That's why they return to us year after year.

(Panel – on right-hand- side of page)

**For you, we deliver:**

- **Etc**

**(sub-head to be repeated in all similar panels)**

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(Small panel)

**A people focus makes good business sense**

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## **Office and Administration**

**Sourcing key skills in this sector calls for outstanding insight into every client's needs**

**Identifying the skill-sets that best match a client vacancy is no arbitrary affair. The criteria adopted by ADM are a combination of our experience and insight, together with the specific requirements set out by every client for every post – temporary or contract.**

The process of selecting the best possible candidates across a diverse range of job functions relies on a rigorous and proven professionalism that ADM consultants have developed over a number of years.

This covers a range of industry-specific measures including in-house numeracy and literary tests as well as extensive reference checking – designed to produce the right 'fit' for each appointment.

### **Essential Skills**

Armed with this approach, we specialise in placing suitably qualified and experienced candidates across a wide range of positions including:

- Office Managers
- Secretaries & PAs
- Customer Service
- Data Entry Clerks
- Administrators
- Sales Support & Telesales

At ADM, we recognise the importance of supplying Office and Administration Staff with the key skills which are vital to the smooth and successful operation of your business.

With this in mind, we work closely with all our clients to provide candidates who are reliable, committed and with the optimum combination of attributes that best suits them for the post.

(Small panel)

**Working with clients for key staffing solutions**

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## **Food Industry**

**ADM have the flexibility to  
respond to your needs – FAST!**

**ADM are well aware of the fast-changing nature of the food industry. We know how seasonal demand or sudden upsurges in business can cause staffing problems.**

That's why we have over 600 food industry permanent temps on our books all the year round. Their knowledge of your industry – and, very often, their experience of your specific production techniques – means we can respond to the most demanding of deadlines for temporary or contract positions.

Staff registered with ADM have experience across a wide range of functions:

- Food Operatives
- Food Pickers
- Packers
- Production Operatives
- Bakery Operatives
- Management & Supervisory Staff

### **Industry-specific Benefits**

By listening to our food industry clients, ADM have developed a range of services with industry-specific benefits. These include a bespoke induction course and training programme, with HACCP procedures.

We can also provide manufacturers with the additional labour resources they need to meet

demand – within one hour if necessary. By any standards, that is FAST!

(Small panel)

**Providing the staff you need - FAST!**

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**Wherever you are –  
We can be with you...**

**ADM Tempforce provide personal, hands-on services - whatever your location!**

*(Use simplified map of the North West. You may also want to include two more detailed maps indicating ADM's location in Bolton and Salford for those who want to visit in person, although this would be better suited for a brochure aimed directly at Candidates.*

*Some text along the lines of...)*

**ADM Tempforce is a growing company which currently has offices in Bolton and Salford. Our presence in these important locations means we can comfortably meet the needs of clients throughout the North West region.**

For the future, we will be expanding to other regions where we can provide the same personal, hands-on personnel services to both candidates and clients using our proven, cost-effective approach.

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**Good reasons why so many respected names in business partner with ADM**

**They say 'like attracts like' – and nowhere is this more true than in business. At ADM, we've attracted more than our fair share of high-profile names as clients... and plenty of less well-known (but equally important) names too!**



We know from what our clients say that their success is a direct reflection of the HR services provided by ADM. From a different perspective, you could say that we succeed or fail depending on how our business benefits yours. Judging by results so far, we're obviously doing plenty that's right!

### **From Solid Foundations...**

At ADM, we constantly strive to form solid working relationships with everyone associated with us. That includes all our clients and, just as importantly, all the candidates on our books.

In addition, we actively seek to expand the scope of our skills and cultural diversity. We find that a variety of perspectives allows for fresh, innovative thinking. Of vital importance: it gives ADM a measurable competitive edge.

(Small panel)

**Your success is our success!**

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## **Providing Seamless Solutions**

**The approach of ADM smooths the way to securing high quality, reliable staff who are exactly right for your business**

### **The ADM Working Process Chart**

(SHOW CHART)

(Small panel)

**For ADM, recruitment is a way of life!**

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## **A Word From Our Director**

**Hello – My name is Dilaner Vali.**

**Welcome to ADM Tempforce. You'll see from this brochure just some of the services we can provide for our clients. Yes, we're highly professional – but we never forget that recruitment is a people business.**

The personal touch is something you can always expect at ADM – no matter how big we become. At present, we're an ambitious family-based business with a broad spread of clients throughout the North West. Personal service is our mantra. And it will always remain so.

The main business focus of ADM is to provide you with the very best in recruitment opportunities. Our staff have vast experience in the recruitment sector which is used to great effect in the range of services we provide.

Over the years, ADM have built a solid reputation for delivering high quality recruitment solutions. We offer a wide range of packages and deals, most of which we can adapt to suit the ever-changing needs of our clients.

If this sounds like the breath of fresh air you've always wanted, contact one of our professional recruitment consultants today to discuss your requirements in more detail.

We look forward to working with you.

(Signature)

(Additional panel)

**Think about the hidden costs  
of recruitment – then decide!**

**It's fair to say that if you sat down and worked  
out the REAL costs of the recruitment process,  
you'd probably be horrified!**

Think about the huge amounts of time spent by your company managers and support staff. Not forgetting the 'opportunity cost' of making the wrong recruitment choices and the difficulties of finding the 'right' people as and when you need them.

With ADM working for you, you can say goodbye to all these problems. For a fraction of the total ongoing cost of handling your recruitment in-house, we can provide a reliable professional service by specialist consultants who understand your business.

**Think about it for a moment. Using ADM makes  
lots of sense – and it's probably one of the**

**easiest, most logical decisions you'll make this year. To find out more, contact us today.**

**Tel 0161-xxx xxxx**

**e-mail: xxx@aaaaaaaaa.co.uk**

(Small panel)

**You can always expect the  
personal touch from ADM**

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(Back cover – logo & contact details)

**Find out how we can help your  
business 24 hours a day – every day!**

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