

http://www.buzzwords.ltd.uk/recruitment\_copywriter.htm

(ADM WEBSITE)

(Industrial & Warehousing page)

PAGE 1

Keywords: recruitment services, recruitment consultants, industrial and warehousing staff, Manchester, Lancashire, Bolton, Preston, Salford

< h1 >

**Industrial and Warehousing Staff** 

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<h2>

ADM's recruitment services provide Temporary or Contract solutions in production and warehousing roles </h2> The demands of industrial and warehousing sector recruitment are all in a day's work for ADM recruitment consultants.

Our experience in this field means that clients and candidates alike can look forward to dealing with people who know the business backwards. We understand and appreciate the broad range of skills which clients expect — and which our candidates can provide.

ADM's reputation in the industrial and warehousing sector means we always have a wide selection of employment opportunities – and suitably qualified candidates who can fill even the most demanding posts. That includes Temporary and Contract staff across a broad range of industries.

#### FOR CLIENTS...

We can provide employment solutions for a cross-section of positions including:

- Management & Supervisory Staff
- Warehouse Operatives
- Production Operatives
- Order Pickers
- Packers
- Fork-lift Truck Drivers
- ...and more!

#### **FOR CANDIDATES...**

ADM value the range of skills and experience which you can offer. With ADM's established client base, you can be sure that we have a wide choice of high quality opportunities of the type listed above.

For the 'ADM solution' to YOUR employment needs, CLICK on one of the links below:

#### (CREATE LINKS TO THE APPROPRIATE PAGES)

- Clients looking for Industrial & Warehousing staff
- Industrial & Warehousing staff looking for Temporary or Contract opportunities

(ADM contact points - tel/e-mail/address/etc)

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<h1>

Clients looking for Industrial & Warehousing Staff

At ADM, we are committed to building long-term business relationships with all our clients. Together, we can create a package of benefits to ensure you attract and retain the best candidates.

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(Panel)

ADM are committed to deliver:

- Comprehensive Health & Safety training and validation, including risk assessment, manual handling, use of personal protective equipment, COSHH Assessments, emergency procedures and the joint duty of care
- Personal protective equipment supplied when required
- Group inductions conducted on request
- Additional availability guaranteed within one hour to meet demand
- One individual dedicated Account Manager
- Full 24-hour service, 7 days a week
- Specific service to meet seasonal or peak demands
- Eight weeks Temporary to Permanent (no additional fee).

ADM's experienced consultants make it their business to understand YOUR business. Add to this our knowledge of the local market place and you can be sure we will find high quality candidates – FAST!

This applies whether you need sickness or holiday cover or staff for specific projects, busy periods or business expansion. Our pro-active approach will help you to smooth the peaks and troughs of having the right people in place at the right time.

To make this a reality, why not contact us today so we can anticipate your employment needs and have a tailor-made solution in place before the need arises!

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(Panel)

## **OUR REPLACEMENT GUARANTEE**

As an ADM client, you benefit directly from our rigorous candidate interview and assessment process which will usually ensure that you have a first-class candidate.

If - for any reason - things don't work out, **we will replace the candidate without charge** providing you notify us of
the candidate's unsuitability within the first four hours of
their employment.

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## Registering to open a new account with ADM

(CREATE ONLINE FORM?)

## Some general intro text follows:

Opening a new account with ADM couldn't be simpler. And this is only the start of our business relationship!

Our aim is always to develop an ongoing partnership – working to understand how your business works to provide you with total staffing solutions.

## The procedure is simple:

Credit Application APPROVED

- Billing Rates NEGOTIATED
- Terms & Conditions AGREED
- Credit Facility PROVIDED
- 30-day Payment Terms SIGNED

#### Payment Methods

- Cheque
- BACS

# Measure progress with ADM's Key Performance Indicators (KPIs)

Every ADM client is assigned an experienced recruitment professional. This role includes providing you with the reports you need to manage your business – including KPI reviews.

ADM's KPI reports are based on regular site visits and one-to-one meetings. This helps us to develop a thorough understanding of your business and its employment needs so we can respond effectively to changing staff requirements and continue to provide a first-class service.

## To open an account with ADM:

- CLICK HERE FOR YOUR ONLINE REGISTRATION FORM
- Telephone 0111 11111 or e-mail <u>admin@admtempforce.com</u> if you'd like to discuss Registration in more detail
- Or, contact us if you'd like to arrange a meeting with an ADM consultant

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<h1>

Industrial & Warehousing Staff looking for employment opportunities

</h1>

ADM are committed to helping you find Temporary or Contract work in the Industrial and Warehousing field. We have clients looking for experienced and reliable candidates to fill a wide range of vacancies to cover for holidays, sickness, long-term absence, peak periods and so on.

Many of ADM's most committed Temporary staff go on to gain permanent employment with our clients - a process which is made easier because we charge the employer no additional fee once a period of eight consecutive weeks has been worked by the employee.

To set you on the road to finding the job that's just right for you, the first step is to attend an initial interview at one of our branches. Please bring your CV and proof of additional skills gained and training undertaken.

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# HERE'S HOW YOU REGISTER WITH ADM!

At ADM, we're totally committed to finding the right position for YOU! To help us achieve this, we've developed a simple three-stage Application Process:

## Stage 1 - All about you!

- Checking compulsory documentation (passport or full birth certificate; proof of National Insurance Number; proof of eligibility to work in the UK)
- Work history, commitment, availability, references, language skills

Once we have this information, we can arrange an Appointment!

#### Stage 2 - Practical steps!

- 15-minute interview
- All documents checked and copies taken for our personnel records
- Application Form, Health & Safety tests, literacy test, numeracy test and medical questionnaire completed
- References taken (compulsory for all applicants)

## Stage 3 - Your interview... and beyond!

Interviews are conducted by qualified consultants. The interview covers your employment history and experience, as well as the type of work you want. Success in the above stages will open the door to the most suitable vacancies ADM can offer.

## Register with ADM now!

 <u>CLICK HERE</u> to access and complete your Online Application Form (<u>CREATE ONLINE FORM</u>)

- If you prefer to fill in your form at home, telephone
   01222 2222 or e-mail <u>admin@admtempforce.com</u> with
   your full contact details and we will post or e-mail your
   Application Form.
- Alternatively, you can call in to your nearest ADM branch and we will talk you through the full Registration process.

(Tag line)

ADM Tempforce – Creating rewarding opportunities in Industrial & Warehousing environments

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(Separate panel)

YOUR COMMITMENT TO ADM

#### - AND ALL FUTURE EMPLOYERS

ADM is justifiably proud of its excellent reputation.

You should remember that others will judge you as a representative of ADM when you attend interviews and appointments. We expect you therefore to:

- Represent ADM in the best possible manner
- Be conscious of the importance of good time-keeping
- Communicate fully with your local ADM branch

#### Your salary/wages

Our payment methods are simple:

- All staff are paid into their bank account
- For building society payments, we need your Roll
   Number
- Payments are made on Fridays by BACS transfer
- Due payments are paid one week in arrears
- ADM are responsible for the deduction and payment of National Insurance Contributions and PAYE income tax payments applicable to each Temporary worker

## Holiday pay entitlement

 Under the WTR (1999) and the Working Time (Amendment) Regulations 2003, the Temporary worker is entitled to four weeks paid leave per year. All

- entitlement to leave must be taken during the course of the leave year in which it accrues and none may be carried forward to the next year.
- For the purpose of calculating entitlement to leave, the leave year commences 1<sup>st</sup> October.
- The entitlement to paid leave only accrues once the Temporary worker has been engaged on assignments through ADM. The entitlement to paid leave is calculated in accordance with, and in proportion to, the number of standard hours worked on assignments during the leave year ie. hours worked that do not attract overtime rates of pay. Temporary workers engaged on shift work will be paid for annual leave at normal day- shift rates of pay.
- Where the Temporary worker wishes to take any leave to which he is entitled, he is required to give at least one week's notice in writing.

ADM <sup>-</sup>	Tempforce	(& contact details)	