



***Swetha International***

*Leading the way in providing excellent services*

***Need staff..  
Meet Swetha!***





## What is Swetha?

Swetha International is a well-established recruitment agency. Established for over 10 years and with a reputable client base, we consistently meet and exceed our clients' needs using an innovative and dedicated approach to finding the most suitable person for the position that needs to be filled.

We have the capacity and expertise to meet your requirements, and we're always working to make your business more effective and more efficient. Our commitment to improvement is continuous, and we endeavour to offer our clients the best and most competitive rates for staff.

## Our mission

- We strive to supply only accredited, qualified personnel to our clients
- We aim to be recognized as a market leader in all fields of services for our clients
- We sustain the high level of quality expected by our clients

## Why we are effective

We operate under an approved quality management system and expend considerable time and energy in recruiting through a wide range of media, from industry publications and newspapers to word of mouth and online campaigns. We also have a robust, fair and equitable recruitment policy. Our screening policy covers

- Prior work history ■ References
- Criminal record ■ Qualifications
- Specialised skills ■ Personal identification
- Birth certificate ■ Taxation information

## Our Quality Management System

Swetha has developed a comprehensive quality management system to assist in its business operations, ensuring we are in full compliance with legislation and regulatory obligations imposed by Government and Statutory authorities.

The Swetha QMS contains detailed policy statements and procedures on:

- |                            |                        |
|----------------------------|------------------------|
| ■ Workplace Safety         | ■ Industrial Relations |
| ■ Recruitment Procedures   | ■ Code of Conduct      |
| ■ Drug and Alcohol         | ■ Fatigue Management   |
| ■ Remuneration             | ■ Environment          |
| ■ Staff Selection Criteria |                        |

The Swetha QMS has been constructed to comply with 4801 status and has been endorsed by many of our major clients. Our staff selection criteria is a newly formed procedure that ensures we deploy the most suitable officer to an assignment so our client receives both a satisfactory outcome and value for money.

## Insurance

Swetha International is fully covered by all areas of insurance including workers compensation, Public Liability and Professional Indemnity. We have an effective and professional administration section that deals with key business functions, including:

- HR and Recruitment
- IT & T
- Engineering
- Construction







## Finding the right people

Swetha is committed to aggressively searching for high quality people, especially those with unique or rare qualifications that are difficult to find, and ensuring that we retain their services. We pay higher levels of remuneration than many companies, over AWARD rates, to make us more attractive to the right people. If you're looking for the right person to keep, we also offer permanent placement services at an attractive rate.

## Training

As well as recruiting for existing skill sets, we encourage our candidates to attain higher qualifications during their time with us. We have established links with a range of training authorities, and we also conduct our own information sessions to advise employees of changes in their professions.



## Key Recruitment Markets

### 1. Accounting:

Accountants, Accountant clerks/Admin, Accounts Payable, Accounts Receivable, Analyst, Book keeping, Company Secretary, Financial Controller, Management, Payroll, Procurement & Inventory

### 2. Administration:

Administration, Contract administration, Data entry/ WPO, Management, Office Assistant/Junior, Office manager, PA/Executive Assistant, Reception, Secretarial

### 3. Advertisement / Media / Entertainment:

Account management, Creative services, Copy writers, Graphic design, Public relations, Event management

### 4. Banking/ Financial Services:

Actuaries, Analyst, Banking / Branch Staff, Client Services, Compliance, Corporate Finance / Investment Banking, Credit management, Financial Planning, Funds Management, Internal Audit, Management, Mortgage, Risk management, Settlement officers, Stock broking, Treasury

### 5. Call center / Customer Services:

Call center operator, Customer Service, Management, Supervisor, Team Leader, Telemarketing, Telesales

### 6. Construction:

Architects, CAD/Drafting, Contracts, Administration, Demolishing/Excavating, Estimating, Foreperson/Supervisor, Inspectors, Interior designers, Landscape architectures, OH & S, Planning, Project management, Site management, Surveying

### 7. Consulting / Corporation Strategy:

Analyst, Development, Consulting, Policy/Planning

### 8. Engineering:

CAD/ Drafting, Engineer, Maintenance, Management, Project Manager, Safety Coordinator/ Officer, Supervisor

### 9. HR and recruitment:

General HR, Change management, Industrial Relations, Management, OH & S, Recruitment, Training and Development

### 10. IT & T

Analyst/ programmer, Architect, Business Analyst, Computer Operators, Consultants, Database developers / Administrators, Engineers : Hardware / Network / Software, Help desk Support, Internet/ Multimedia design and developers, Product management, Project management, Security, Team Leaders, Technical writers, Telecommunications, Trainers

### 11. Railway Safe Working Staff

Protection officers, handsignallers, Fitters, Laborers, traffic officers, track examiners, corridor maintenance, Environmental officers. Key Recruitment Markets

## We're already helping the best.

Swetha International has an enviable listing of major clients that has been built over many years

- |  |                     |
|--|---------------------|
| ❖ Department of Commerce                           | ❖ Siemens           |
| ❖ Energy Australia                                 | ❖ Tyco              |
| ❖ John Holland Constructions                       | ❖ Alinta            |
| ❖ Persons Brinkerhoff Australia                    | ❖ Ansaldo           |
| ❖ Abigroup Contractors                             | ❖ Leighton Holding  |
| ❖ Downer Engineering                               | ❖ MVM Rail          |
| ❖ Bovis Lend Lease                                 | ❖ United Group      |
| ❖ Downer EDi Works                                 | ❖ Laing O'Rourke    |
| ❖ Sinclair and Knight Merz                         | ❖ Ove Arup          |
| ❖ Queensland Rail                                  | ❖ Railcorp          |
| ❖ Australian Rail Track Co-op.                     | ❖ O'Donnell Griffin |
| ❖ Transport infrastructure Development Corporation |                     |

We can help your business too.  
Call us today and we can help you meet the right people.





*Relax while we take care of  
your recruitment needs...*



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