

Our Statement of Service



Employers

Introduction

This statement gives you an overview of our services and guidance we provide to help you find the best candidates for your vacancy and to encourage your company to use Jcom for all your recruitment needs.

What we offer

We are a not-for-profit organisation, representing the local Jewish community, to assist you in finding the best candidates for your vacancies. Jcom is very much in touch with the local community and council and it is therefore, delighted to be able to offer a service to all organisations who are looking for paid staff and volunteers. We ask for a minimal fee and any profits are used to support JCom's work, more details of our fees are available upon request.

Jcom covers a wide range of positions – from office administration and customer services, technical skilled positions to middle management posts. We provide permanent, temporary or contract and temp – to – perm staff.

Our service to you includes:

- ✓ A full consultation to discuss your requirements – gaining a full appreciation of your business, its ethos and working practices, and having a comprehensive understanding of the vacancy;
- ✓ Filtering of CV's and applications;
- ✓ Preliminary interviewing of candidates (to save you time) – fully assessing their skills, experience and personal profile;
- ✓ Accurately consider candidates for the job and only submit those that are suitable;
- ✓ Register your details and consider them against future applicants;
- ✓ Actively market your vacancy to candidates who we know have the skills and experiences you are looking for;
- ✓ Free marketing/advertising for your vacancies;
- ✓ Contact you after interviews for feedback and assist with wage/contract negotiations;

We are offering to publish your requirements on our webpage at no charge. All you have to do is provide us with the details of your requirement along with your contact information.

What you can expect

We will:

- ✓ Offer a friendly yet professional service
- ✓ Work to national quality standards
- ✓ Not waste your time with unsuitable candidates

How to contact us

Telephone us on 798 2123 or drop-in and see us any time. If you would like a brief one to one discussion about how we can help please call the office to arrange an appointment.

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