



Pete Wyatt Recruitment Ltd

... sourcing the best people for your business

The benefits of employing Temporary workers ...

Enables your business to adjust more easily and quickly to workload fluctuations.

PWR's clients hire our temporary workers to cover: employee absences; illness; holiday; maternity or disability leave; sudden departure; unexpected or temporary demands; special projects; seasonal or peak periods; employee shortages.

You can evaluate a worker without commitment.

Some local businesses employ temporary workers as an excellent and cost-efficient way to recruit and test the abilities of new workers before signing them on full-time. If you employ a temp through PWR for a 12 week period and decide to employ the person full-time, there are NO FEES to pay. Other companies locally will repeatedly use the services of a temp worker who has proven to be a company asset. Hiring a temp can also be a good way to continue getting work done while you search for the perfect candidate for a particular job.

You can save time and money.

The cost of hiring temporary workers through

PWR is often cheaper than the cost of hiring permanent employees with benefits. In the short term, it is generally more cost-efficient to hire a temp. For jobs that are expected to last six months or longer, it is likely to be more cost efficient to employ somebody on a full-time, permanent basis.

When you employ PWR, we are the temp worker's employer. We are responsible for



and bear the financial burden of recruiting, screening, testing and hiring workers; payroll expenses and paperwork; payroll and withholding taxes, unemployment and workers' compensation insurance; and any employee benefits that we wish to provide.

Temporary employees can provide specialised skills to all types of industries.

Today temporary workers increasingly include highly skilled individuals with a wide range of educational backgrounds and work experience. These individuals can tackle critical one-time projects that are limited in time and scope, and they often bring additional value-added skills to a role.

Can lead to a long-term positive relationship with a staffing agency.

You will find the service at PWR is second to none. As a dedicated consultant and resourcer, Pete Wyatt works closely with each client to develop a clear understanding of its business, culture, recruitment needs and expectations. Pete's commitment to building long-term, effective relationships is validated by the fact that he has worked with over 70% of local businesses over a 10 year period. A good relationship with your temp staffing provider will go a long way towards meeting your company's needs.

For further information about PWR's temporary workers, please telephone Pete Wyatt 01380 723947.

10% DISCOUNT FOR NEW CLIENTS

PWR are offering **NEW CLIENTS** a **10% discount** on fees for an initial two week temporary placement.

For further information and to discuss this offer in more detail:

Please call:

Pete Wyatt

01380 723947

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PWR's Recent Job Placements

Office Staff Professionals



TEMP TO PERM

- 2 x Secretaries
- Executive Assistant
- Receptionist
- HR Administrator

TEMP

- 3 x Secretaries
- 2 x Administrators
- 2 x IT Help Desk Coordinators
- Call Centre Operator
- Customer Service Help Desk Operator

CONTRACT

- Expeditor

Making redundancies ...?

"The benefit of the swarm is redundancy. Some could be destroyed, others lost, and the rest can still challenge the asteroid."

Matthew Graham

If you are making redundancies within your organisation, you can be a responsible employer and help your employees cope with the impact that redundancy has on them.

PWR are running a **Redundancy Workshop** to provide practical help and advice to employees who are being made redundant.

This workshop helps employees to prepare for and pursue relevant job

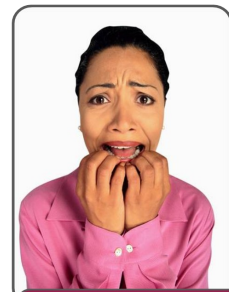
opportunities, with the aim of maximising the recruitment process, from submitting a written application through to the final selection interview.

PWR can also assist with finding suitable employment for the candidate.

To book a place and receive a copy of the full day workshop itinerary, please call:

Pete Wyatt
01380 723947

pete@petewyattrecruitment.co.uk



"Help...I've been made redundant...now what!"

FULL DAY WORKSHOP
£100 Per Person

PWR's Newest Candidates



Computer Software Training

- Customer Services Personnel
- Secretary/PA
- Computer Software Trainer
- Virtual Office Assistant
- Creative Writer
- Chief Accountant
- Website Designer & Content Writer
- Marketing Manager/New Product Development
- Business Development Manager/Special Projects

If you would like to know more about any of these candidates, please call us: 01380 723947

www.petewyattrecruitment.co.uk

Promoting your business on Social Networking Sites

Social Networking and recruitment has been one of the most recent discussion topics in recruitment and is quickly becoming a revolution. With the emergence of Web 2.0 (and Web 3.0) the new social media capabilities are now forcing employers and recruiters to question their current recruitment techniques.

The job seeker is certainly beginning to lead the way in how they wish to engage with employers and recruitment companies. Never hearing back from their applications, interviews or recruitment agencies for most applicants has been the norm, however this is now changing rapidly with the emergence of Web 2.0. They are now welcomed into the virtual worlds and they can quickly communicate in online communities and directly network with directors of businesses.

Facebook.com, Myspace.com and Bebo.com, now account for over 85% of the UK internet visits to social networking sites. Promoting your business on these sites is FREE and it has the potential to create talent pools, promote your employer brand, engage your existing staff and communicate immediately with potential applicants!

Need help with managing your digital footprint?

The problem that most employers face is that they don't have the time to increase their presence on these social networking sites. More often than not, whilst it may just be a one-line comment that needs to be posted, trying to fit this in around all of the other tasks that you need to undertake during the day, generally means that it is impossible to do! What about a full blog entry? This seems even more impossible.

At PWR, we currently have two experienced creative writers, who are adept at writing blogs and commentary for social networking sites. If you would like to increase your presence on these sites, or indeed, re-design your website and its content, then PWR have the staff to do this for you.

Email Sarah Brogden:
sarah@petewyattrecruitment.co.uk or telephone 01380 723947 to discuss your requirements in more detail.



"Regardless of what may be the hot social media property of any particular month or year, social networking has become a core part of our daily lives."
Amy Kean



Make a date in your diary today to meet up with PWR to see how we can help you!

Tel: 01380 723947

enquiries@petewyattrecruitment.co.uk

We're on the Web!

www.petewyattrecruitment.co.uk

Pete Wyatt established PWR in 1994 to provide bespoke recruitment solutions to organisations in the south west of England, predominantly in Wiltshire.

Pete's commitment to attain the highest possible standards and his adherence to core values of integrity, professionalism and proactive response has contributed to the company's growth, performance and reputation.

As a dedicated consultant and resourcer, Pete works closely with each client to develop a clear understanding of its business, culture, recruitment needs and expectations and his commitment to building effective long-term partnerships is validated by the fact that he has worked with over 70% of clients for over 10 years.

PWR specialises in the provision of office-based temporary, permanent and interim/contract/ad-hoc project staff for large, medium and small sized businesses in Wiltshire.

OUR SPECIALIST AREAS OF EXPERTISE:

- Admin/PA/Secretarial
- Office Managerial
- Customer Service
- Sales/Marketing/PR
- Accounting/Legal
- Writing/Translation
- IT/Web/Programming
- Design
- Temporary/Interim/Contract
- Ad-hoc Project Work
- Creative Writing
- Virtual Office

WHAT IS A VIRTUAL OFFICE ASSISTANT?



By the simplest definition, a virtual office assistant is a contract worker who provides administrative, creative or technical services. Often that means handling the same types of tasks as an office secretary or manager, but doing them from a home office, using the virtual assistant's own computer equipment, software, phone and Internet connection.

Here are some of the general tasks that an office assistant may do in a virtual office:

- Manage contact lists and customer spreadsheets
- Maintain a calendar and set up meetings
- Take transcription and handle correspondence
- Make travel arrangements
- Handle billing and accounting
- Prepare and send out e-mail newsletters
- Prepare, collate and post proposals and meeting materials
- Send out requested information to customers
- Handle client enquiries by phone or e-mail

If you think that this is what your business is missing ... why not give us a call for an informal chat. We currently have two virtual assistants available.

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"HELP for HEROES"
PWR recently contributed £200 towards the "Help for Heroes" Charity.

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