

Company Profile
Al Safsaf Recruitment Company

Dear Sir,

We, **AL-Safsaf Recruitment Company (head office)**, are one of the best – known, well-established and specialized companies who are constantly seeking distinction in the provision of recruitment services to those who seek the best. Following is a brief account of our method of procedures:

Our company incorporates **Four Integrated Units** functioning as follows:

Search and curriculum Vitae Collection Unit – Duties:

Firstly : we receive a list of the job titles required by our clients together with their employment conditions , the job descriptions and experiences of the applicants needed to fill the available vacancies .

Secondly : The unite generates and/or collects CVs meeting our clients conditions , through sorting out the job applications in our database , advertising in local daily or weekly newspaper , or through direct contact with the qualified candidates each according to his/her specialty .

Thirdly: All CVs that SRC has generated, collected and sorted out according to its client's recruitment conditions will be rushed to them either via express couriers or via e-mail, such rapid delivery of CVs enables our clients to select and nominate whoever they deem eligible for personal interviews.

Public Relations Unit – Duties :

This SRC unit provides all facilities and services needed by our client's representatives to facilitate personal interviews with candidates selected by them.

Method of procedure:

Arranges for the receiving and seeing-off our client's representatives at the airport according to their flight itinerary.

Makes all the appointments of the interviews as required by those representatives based on prior arrangements made with them.

Makes bookings for its clients representatives at their preferred hotels in Amman taking advantage of the special offered to SRC.

Takes all necessary measures to maintain good relationship with public and private universities for the purpose of supplying us with the names of distinguished graduates. In addition, we maintain our unique relationships with all trade and labor associations and unions so that they continue to provide us with the names of their affiliates.

On a regular basis, the public Relations Unit coordinates with the computer and database and the search and curriculum vitae Attraction units in order to publish innovative advertisements aimed at attracting the greatest number possible of applications for the various jobs needed.

Enhances and strengthens SRC`s continued cooperation with reputed and credible Arab and foreign recruitment companies and offices in order to relieve our clients of the trouble of searching for an organization that provides them with distinguished , highly – qualified personnel .

Interviews are held in SRC`s head office where numerous up-to-date and well –equipped interviewing rooms are readily available to our clients representatives. **Since we have a video conference through which the client can be in touch with the candidates online via our advanced Variety Programs.**

Recruitment Unit – Duties

Follows up on and supports - if need be – the CVs already forwarded to SRC customers.

Receives the short-listed names of nominees for vacant posts, conducts initial interviews and provide brief first –hand information on such interviews.

Follows up on successive interviews in our offices until our clients have selected the right personnel for their vacant posts.

Organizes relevant examinations by experts and supervisors for already selected candidates in order to ascertain and promote their competence and chances of success in their intended jobs .continues interlinked coordination with computer and database unite to rapidly supply it with the data on the candidates selected according to SRC clients ` conditions .

Follows up on and finalizes all the procedures needed to be carried out by selected candidate's consequent to personal interviews. This is done for the purpose of obtaining employment visas from relevant embassies and consulates.

Makes all necessary arrangement for selected employees to join our client's offices in previous coordination with them.

Updates and familiarizes itself, on a regular basis, with modern interviewing techniques in order to conduct initial interviews for all applicants.

Computer and database Unit- Duties

Using the latest stat-of-the-art technology, this unit inputs the personal particulars and other information included in the applicants CVs which SRC receives/obtains in various ways. Such data are inputted in our PC LAN by specialization. Academic qualifications and experience in a user-friendly manner that facilitates data addition, sorting out and /or amendment.

Updates and searches our database in order to facilitate and accelerate the sorting-out of data to be very shortly sent to interested clients.

Helps applicants to complete job application from in such a way that makes it possible to obtain the necessary and sufficient information needed to be fed properly into the database.

Manages and maintains our website and continually updates data on vacant and required posts by the companies that we represent.

With our website set and operational , SRC`s computer and database enables applicants to complete job application from .The Unit then organizes the reception of these from and inputs them directly into the database .

Continually introduce necessary modifications to re-program the database s that it can spot and signal out the candidates required according to your conditions.

Receives, via our website, the facsimile machine or the e-mail your remark on our performance, and cording with all SRC`s units to provider you with the best fastest service.

While currently representing several key companies and corporation in Jordan, Saudi Arabia and other GCC`s countries, we hope that this overview will be an earnest move towards building and strengthening our potential business cooperation bridges.

And, we do take honor in adding your name to our directory of companies that we represent and for any further information please contact us to the No.s follow:

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With Our Best Regards,

Executive Manager
Rasha Abu Mosa