



**First Time Placements c.c**

*"People are the measure of your organisation's success"*

## COMPANY PROFILE



### Mission Statement

First Time Placements strives to be a market leader in providing a quality service for the staffing solutions industry.

### Vision

First Time Placements endeavour to act as an extension of your Human Resources Department offering advice, information and overall Staffing Solutions.

We are a "hands-on" personalised recruitment agency that provides for both the needs of the employer and the employee.



**Accounting; Finance; Banking; I.T; Medical;  
Technical and General Staff Recruitment**  
135 Jan Smuts Avenue  
Parkwood Jhb 2193  
Tel: (011) 880-4624/5 or 880- 5180  
Fax: (011) 880-3565  
E-mail: [ftplace@mweb.co.za](mailto:ftplace@mweb.co.za)

**APSO MEMBERS**  
P O Box 1421 Florida Hills 1716  
Members: Mrs K Kleovoulou, Mrs N Kleovoulou  
CK90/27514/23

**Legal and Insurance Recruitment**  
469 Ontdekkers Road  
Florida Hills 1716  
Tel: (011) 672-0360  
Fax: (011) 672-4403  
E-mail: [ftplace2@mweb.co.za](mailto:ftplace2@mweb.co.za)

## COMPANY HISTORY

Our main members are **Nicci & Kiki Kleovoulou**.

Nicci served 9 years at Emmanuels Personnel and gained vast experience in the recruitment arena and Kiki spent most of her career in the legal sector. **In June 1990**, they jointly opened **FIRST TIME PLACEMENTS CC**.

There are two branches; our General Branch in Parkwood headed by Nicci Kleovoulou and our Legal and Insurance Branch in Florida Hills headed by Kiki Kleovoulou.

Over the years, our agency has, grown not only due to our reputation and success but also due to the skill and knowledge of the Consultants hired who are experienced and/or qualified in a particular field. All staff receive ongoing in-house training, so as to ensure that our high standards, systems and values are practiced correctly and confidently.



We are members of **APSO**, which plays a significant role in personnel matters nationwide and ensures that its members conduct themselves ethically and professionally.

In addition, APSO offers a variety of courses and seminars in the recruitment industry. Our staff are encouraged to attend as many as possible in order to keep them informed, motivated and up to date with the latest recruitment trends.



**Legal & Insurance Branch – Florida Hills**



**General Branch – Parkwood**

## FOUNDING MEMBERS

### MRS NICOLETTA (NICCI) KLEOVOULOU

#### Qualifications

B.A Degree (Wits University 1981)  
IPSC- Won the trophy in 1987  
CIPC

Experience in recruitment since 1982

On graduating from The University of the Witwatersrand in December 1981, Nicci commenced working as a **Personnel Consultant** at a top employment generalist agency, Emmanuels Personnel.

Within 3 months she was made **Branch Manager** and **Company Trainer**. She was recognised by APSO as well as her colleagues in this field as **Top Biller**. She also received training by overseas personnel specialists, Mr Tony Byrne and Mr Steven Finkle. Nicci worked there for 9 years before opening her own agency (First Time Placements cc).



### MRS KIKI KLEOVOULOU

#### Qualifications

IPSC  
Dunleath Personnel Course

Experience in recruitment since 1989

Kiki began her career as a **legal secretary**, with a top law firm, A.E.Cook & Falconer. She later progressed to position of **Candidate Attorney**, due to her legal studies with UNISA. In 1989 joined Alas Personnel, where she became a successful consultant, specialising in legal placements.



**OUR TWO BRANCHES**

**LEGAL & INSURANCE BRANCH SPECIALISES IN:**

<p><b><u>Legal:</u></b>          Conveyancers          Legal Advisors          Professional Assistants &amp; Associates          Compliance Officers          Candidate Attorneys          Secretary &amp; Personal Assistants          Legal Secretaries (in the various field of Law i.e. Litigation, Commercial, Mergers &amp; Acquisitions, Employment Law, Tax, Float Secretaries, Foreclosures, Debt review, Family Law, MVA, Telecommunication, Dispute Resolution, Competition Law)          Intellectual Property Secretaries (Patent Secretaries)          Conveyancing Secretaries          Paralegals          Legal Administrators          Legal Bookkeepers &amp; Accountants          Legal Receptionists          Company Secretaries</p>	<p><b><u>Insurance:</u></b>          Underwriters and Claims Consultants in Short Term Insurance (Domestic &amp; Commercial)          Long Term Insurance staff (Underwriter &amp; Claims)          Broker Consultants          Portfolio Managers          Loss Adjusters          Fund Administrators          Fund Accountants          Recoveries          Employment Benefits Administrators          Sales &amp; Marketing          Call Centre Agents          Call Centre Supervisors          Business development Consultants          Engineering Underwriters &amp; Claims</p>
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**GENERAL BRANCH SPECIALISES IN:**

<p><b><u>Senior Management:</u></b>          CEO          Financial Director          Managing Director          Sales Director          Operations Management</p> <p><b><u>Accounts:</u></b>          Financial Management          Chartered Accountant          Accountant          Cost Accountant          Bookkeepers          Accounts payable          Accounts receivable          Internal/ External Auditors          Audit Seniors/Managers          SAIPA &amp; SAICA Article Clerks          Company Secretaries</p> <p><b><u>Tax:</u></b>          Tax Management          Tax Consultants          Tax Compliance Officers          Expropriate Tax</p> <p><b><u>Sales and Marketing:</u></b>          Accounts Management          Sales Consultant          Sales Representatives          Marketing Management          Marketing Assistants          Public Relations          Events Coordinator          Call Centre          Internal Sales/Telesales</p> <p><b><u>Information Technology:</u></b>          Developers          Programmers          Designers          Support/ Technicians</p> <p><b><u>Human Resources- Industrial Relations:</u></b>          HR Management          HR Consultants          Payroll/ Wages</p>	<p><b><u>Office Support:</u></b>          Executive PA          Personal Assistant          Secretaries          Girl Fridays          Administrators          Receptionists          Data Capturers</p> <p><b><u>Hospitality/Travel:</u></b>          Franchise Management          General Management          Restaurant Manager          Front of house          Hotel Staff (Junior – Senior)          Travel Consultants          Maintenance staff</p> <p><b><u>Property:</u></b>          Leasing Management          Property Consultants          Portfolio Specialist</p> <p><b><u>Medical:</u></b>          Nurses          Radiologist          Medical Receptionist          Assessors</p> <p><b><u>Architectural:</u></b>          Architectural Technologist          Interior Designers          Architectural Draftsman</p> <p><b><u>Construction:</u></b>          Quantity Surveyors          Draftsman          Forman          Site Agent</p> <p><b><u>Technical:</u></b>          Tradesman          Health and Safety</p> <p><b><u>Freight:</u></b>          Imports &amp; Exports          Procurement Officer          Warehouse/Inventory/ Stores          Drivers</p>
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## RECRUITMENT SELECTION PROCEDURE





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## **ADDITIONAL SERVICES OFFERED TO OUR CLIENTS**

A small fee will be charged for Credit Checks, Criminal Checks and Qualification Checks required by your company on candidates not referred by First Time Placements.



## **UNFAIR DISCRIMINATION**

The Corporation or any of its officers do not unfairly discriminate, directly or indirectly, in any employment policy or practice, on one or more grounds including race, gender, sex, pregnancy, marital status, family responsibility, ethnic or social origin, sexual orientation, age, disability, religion, HIV status, conscience, belief, political opinion, culture, language and birth.





## **EMPLOYMENT EQUITY STATUS & PLANNING**

First Time Placements is a **BEE Level 4** and is committed to creating and maintaining an environment, which provides **EQUAL OPPORTUNITIES**, with due consideration for historically disadvantaged groups. Steps will be taken to promote equal opportunity in the workplace by **ELIMINATING UNFAIR DISCRIMINATION** in any employment policy or practice.

**Our Corporation is committed to ensure that its Employment Equity objectives are achieved in a manner which conforms fully to the following guiding principles:**

- 1) Our obligations with regard to employment equity are exercised so as to ensure that **client confidence in the Company is not adversely affected**.
- 2) Employment Equity **initiatives are integrated** with our Company's business strategy.
- 3) Employment Equity is pursued in a manner that will ensure **existing standards are retained and developed**.
- 4) We ensure that the **appointment of staff will be based on merit and not tokenism**.
- 5) Any **decisions** made are presented to staff to **avoid any negative perceptions developing**.
- 6) We ensure that the process is **fully transparent and effectively communicated in writing as soon as possible**.
- 7) We **encourage all employees** to embrace the task of **redressing any inequalities and develop a sense of ownership with regard to this process**.
- 8) Decisions are made in a manner that does not adversely affect existing employees' job security.



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2014/A2380



## Certificate of Membership

FIRST TIME PLACEMENTS - PARKWOOD

IS A PAID UP MEMBER OF

THE FEDERATION OF AFRICAN PROFESSIONAL STAFFING ORGANISATIONS

FOR THE PERIOD

JULY 2014 TO JUNE 2015

(MEMBERSHIP IS RESTRICTED TO THE ABOVE DATES)

MEMBERSHIP TYPE: FULL MEMBER

DIVISION: PERMANENT & TEMPORARY

MEMBERSHIP NO: F006-S

MEMBER SINCE: 1994

APSO SECRETARY

APSO PRESIDENT



Lobbying  
Advocacy



Ethics  
Best Practice



Education  
Training



Information  
Networking