

About Trans

Trans began recruitment-related services specifically for remote Aboriginal communities and organisations in December 1997. In that time we've assisted in the recruitment of nearly every conceivable community job over a diverse geographical range - from remote Tasmanian islands to Kimberley and Western Desert environments.

You may have seen our newspaper advertisements. You may have been a subscriber to our very popular jobs bulletin TransMail, but most employers know us through word-of-mouth, and our consistent client base is testimony to our capacity for reliable and transparent service delivery. We're so confident about this, we'll gladly put you in touch with our other clients in order to put your mind at rest.

Why?

Not only because we've sourced some outstanding employees, but also because of our remarkably low fees, our objectivity in the selection process, and very importantly, our quick response time. Whilst it's easy to dismiss the use of an external agency, you may reconsider after you've seen us in action and experienced how much easier it is when you engage us to do the groundwork for you. We only work with Aboriginal communities and organisations - this has, and always will be our only focus.

Speed

We've worked in remote environments, we know what it's like, and for this reason we act on your request immediately. We assure you that we can let you know within 48 hours if we can help you or not. Even if we can't, we'll keep your case open until you tell us to shut it.

Solid Networks

Collectively, we've extensive personal experience in remote communities, and in this time we've built some very reliable contacts and networks. Central to our success has been the sharing of information and ideas between employers and the networks we service. Our cross-referencing methods are highly regarded and all the hard work required to authenticate data is done for you.

It Costs Nothing To Find Out.....

It costs nothing to lodge your job with us for database nomination. There is no charge unless a successful appointment is made. You can lodge your position details with us 24hrs a day via the Trans website, or call us if you need assistance with the development of a particular job description.

Follow-Up Support

Providing ongoing placement and client support is an important priority for us. If you need assistance with employment or performance issues, we can give it to you. Probation support is always provided, and probation evaluations can be arranged.

Logistics

We can organise the travel and accommodation arrangements for your interviewees. We have pre-negotiated rates with selected providers and we even supply a 24 hour emergency phone number for interviewees to access should any problems arise.

Flexibility

We'll do whatever you want us to do. You can mix and match the services as you see fit or customise the activities you wish us to be involved in.

Who we are

Trans is a small business, located in Alice Springs but with a strong emphasis on mobility and client interaction. Whilst the business itself is small, we draw on a group of contributors, all with remote area experience, who provide ethical, professional and confidential input into the business and provide assistance with the assessment of jobseekers in relevant professional areas. Our overheads are minimal, and this is reflected in the Trans fee structure.

Trans does not receive any form of subsidy from any Government or Non-Government agency. It is a private business offering credible service with the interests of remote communities firmly in its focus.

Options

We have a number of recruitment options available for employers. Initially, our database is the first-stop for most employers. We can also advertise your position on our popular email bulletin TransMail. We can place your position on our website, or we can advertise the position on your behalf in any targeted print publication. The choice is always yours, the process is transparent and in your control.

Database Nomination Discount Scheme

We offer a very generous discount scheme to clients who use our Database Nomination option on a regular basis. In any calendar year, the first 5 successful appointments attract the standard 6.6% placement fee. The 6th successful appointment attracts a 5.5% fee, and subsequent successful appointments attract a 4.4% fee.

Give us a call or arrange a chat!

You're welcome to call us or meet up if you're in Alice Springs. Our office status is always posted on the Trans website.

RECRUITMENT OPTIONS IN DETAIL (all prices include GST):

DATABASE NOMINATION

Process

- You provide us with the Job Description and any other relevant documentation as per our minimum standards agreement.
- We search our database for potential nominees (candidates), all of whom have been cleared (references checked and background authenticated) and provide you with their resume/CVs.
- You decide who you wish to tele-interview (or on-site interview). You are free to contact any of the nominees we provide you with. You are also welcome to contact any of the referees yourself if you have any local concerns.
- You appoint one of our nominees to the position - fee applies. You don't appoint any of our nominees - no fee applies.

Fee: 6.6% (six point six percent) of Annual Salary (once-only charge)

TRANSMAIL ADVERTISING Process

- You provide us with your job ad and we place it on our TransMail job bulletin. Respondents make contact directly with you.

Fee: \$121 Per Position, Per Issue

WEBSITE ADVERTISING Process

- You provide us with your job ad and we place it on our website for public access. Respondents make contact directly with you. Your ad stays active as long as you wish.

Fee: \$121 Per Position

PRINT ADVERTISING Process

- We advertise your position in selected publication/s, and also include it free of charge on both TransMail and the Trans website.
- We compose and format the job description in consultation with you.
- We publish a web resource containing any information you wish
- We distribute the information to respondents via fax, email or post
- We issue a reminder notice via email to respondents the day prior to the closing date.
- We issue acknowledgment advices to job applicants
- We forward copies of all applications to you
- We determine a short-list in consultation with you
- Tele-interviews are arranged (we can host them for you or you can conduct them yourself)
- Travel arrangements for on-site interviews are made (we can arrange this for you or you can do it yourself)
- Once a successful appointment is made, we issue status advices to all applicants.

Fees: **Advertising:** Cost of Advertising plus 22% admin fee
Admin/Follow-Up: \$88 per hour
Travel: Cost of service plus 22% admin fee
Tele-Interviews: \$330 (if we host)

There is no placement charge for the successful applicant.

TELEPHONE INTERVIEWS (INC CONFERENCING)

Fee: \$330 Per Interview, Per Interviewee

WHAT WE NEED TO KNOW

Before you lodge your position with us, ensure the following information is included:

- Job Description / Duty Statement
- Contract details (ie: duration, tenure)
- Position details and entitlements:
- Annual Salary
- Annual Leave
- TOIL/FOIL
- Accommodation/Rental Details
- Relocation
- Transport
- Starting Date
- Funding Provider
- Community/Organisational profile

We can assist you with Job Descriptions and Contract drawing if you wish. Your position can be lodged via fax, email, or via the Employers Area on the Trans website.

CONTACT

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employer information document



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