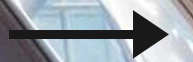




eve anderson
recruitment limited

Recruitment & Human Resource Support in the Caribbean & Guyana





Recruitment & Staff Placements

Behind every organisation there are great people. We help you search and select the best fit and can act as your managed services provider.

- Headhunting
- Executive & Managerial roles
- Permanent roles
- Contracts & Special projects
- Temporary positions
- Interim Management

Managed Projects can include:

- Seasonal jobs
- Overseas contract projects
- Project Specialists
- Testing / Trial phases prior to permanent placements
- Expanding your business services
- Starting another business venture
- Outsourcing services
- Call Centers



Local & Regional Payroll

We manage efficient payroll cycles, reduce risks and overheads. Effectively evaluate workforce resources and reporting.

- Experience in both local and regional payroll processing. Regional payrolls include Barbados, Grenada, St. Lucia and Guyana
- Maintain accuracy and timeliness of all aspects of payroll processing including calculation and tax reporting
- ACH and wire transfers disbursed in the different local and regional currencies and employee payslips are emailed.
- Remittance of statutory payments on or before the due date to the relevant Statutory authorities. Preparation of annual reports to Statutory authorities and employees



Background Checks

Exercising due diligence is important to ensure you minimise any potential risks that may negatively affect your current employees and the business.

- Criminal Background Checks
- Credit Checks
- Employment History and Reference Checks
- Fit for Work tests (including basic physical)
- Drug Tests (4-point & 5-point)
- UKOOA Medicals for Offshore
- Executive Medicals
- Food Badge Medical Checks Operations
- Pre-employment Medicals
- Work Injury Medicals
- Health Surveillance Medicals
- Immigration Medicals
- Customised Medicals



HR Guidance & Support

There are certain goals you want to achieve in the business and you need your team to deliver effectively and efficiently. However they are unclear of the vision and where they fit. We can help you bridge the gap.

- HR Audits
- Policies and Procedures
- Compensation surveys
- Training and Development
- Interim Management
- Off-Boarding Solutions
- Testing Evaluations
- Employee surveys
- Performance Management
- Job Analysis / Descriptions
- HR templates
- Exit Interviews



Training and Development Workshops

- Supervisory Skills Training
- Customer Service Training
- Team Building
- Managing Conflict
- Stress Management

Psychometric Assessments

You need to match the right traits and attitudes needed to run your business and take it to the next level. Online Assessments are available to test attitude and lifestyle, career, personality and leadership.





Introducing Lie Detection Tests

15 - 30 minutes non-intrusive online assessment used as part of the hiring process for high risk, confidential roles in banking & finance, governments, security and diplomatic missions.

How it works?

During a test, participants answer True/False questions on a computer. A high speed camera records eye behaviors and movements.

When the test is finished, responses to questions and eye measurements are uploaded to a web server for analysis and immediate scoring. Participants are categorized as truthful or deceptive.



Resume Writing

We help professionals reflect and identify exactly what impact they made on their past jobs and present it in an accurate and compelling way to the potential employer.

We meet with you to:

- Review old resumes
- Discuss your goals
- Reformat document
- Use of key words
- LinkedIn profile update (optional)

A person is sitting at a wooden desk, writing in a spiral notebook with a black pen. In front of them is a laptop displaying a video conference with six participants in a grid layout. To the left of the laptop is an orange mug. On the desk, there is also a black remote control and a camera. The background is slightly blurred, showing a desk setup.

Book a free consultation

Chat with us to learn more.

recruitment@eaastaff.com
+1 868 627 8233



Chat with Eve team

Book a 30 mins online meeting
to share your recruitment
plans and staff challenges.

recruitment@eaastaff.com

www.eveandersonrecruitment.com

