



# GROUP PROFILE



QUYN



## OUR COMPANY

Quyn Recruitment and Staffing Solutions take care of all your human capital needs, from sourcing to shortlisting, attracting to assessing, and much more. We engage with and attract both active and passive job seekers, ensuring that we're always *moving forward with you.*



Whether you're breaking ground on site or thinking of ground breaking ideas in the office, we're here every step of the way."













Wayne Alcock, Managing Director

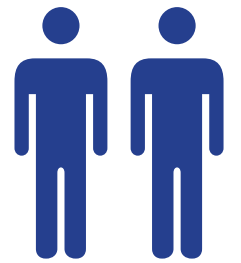


## A WORKFORCE HOLDINGS COMPANY

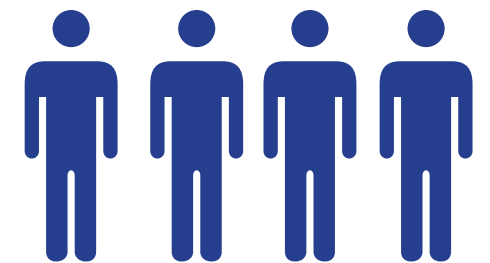
The Workforce Group of companies is a leading, trusted provider of employment, training, healthcare, wellness, financial and lifestyle services to individuals and their employers.

Our human capital solutions include:

-  Temporary employment services
-  Permanent placement recruitment
-  Staff outsourcing
-  Payroll management
-  Training and skills development
-  Disability solutions
-  Healthcare and employee wellness
-  Financial, insurance and lifestyle services
-  Business process outsourcing
-  Payroll outsourcing
-  Centralised wage bureau
-  HR and IR consulting



**1225**  
Permanent staff



**35 000**  
Temporary contractors



**Workforce Holdings Limited** is listed on the AltX board of the JSE, employing over **1 250 permanent** staff and paying approximately **35 000 temporary** contractors weekly. Workforce Holdings is a **Level 1 B-BBEE contributor**.



## QUYN OVERVIEW

### WHO

QUYN is the first-choice provider of integrated employment management solutions in an array of industries across South Africa and beyond.

### WHAT

We provide our clients with employment management expertise and specialist solutions, ensuring they have the ability to focus their capital resources on their core business functions.

### HOW

We use reliable, qualified and experienced specialists to handle risk, keeping your employer/employee performance at optimum levels, at all times.

### WHY

We want to set a new standard for employment management solutions, leading to better lives for the people, a better economy for South Africa, and growing businesses across the world.



Established  
in 1988



210  
Clients



2  
Branches

## QUYN BACKGROUND

The world is evolving, but so are we. Although life is uncertain, unpredictable and complicated, **QUYN** knows that now is the time to move forward. We set the standard in employment management solutions. We challenge the industry to create better lives for the people, for South Africa, for the world. We are innovators of value and transformation, cultivating potential through learning, high involvement culture, and the pursuit of opportunities. We pay attention so you don't have to pay the price of fluctuating productivity. We give our clients confidence in what we do and who we are.



Quyn was built on passion  
and perseverance, the perfect  
partner to move your business  
onwards and upwards.”

Pierre Bekker, Director





## HOW WE DO WHAT WE DO

### PRESENT:

Handling your immediate and future needs.

### INNOVATIVE:

Inventive. Cutting-edge. We have a tendency to introduce new ways of doing things.

### INSPIRING:

Uplifting. Encouraging. We motivate action and make things happen.

### CURIOUS:

Inquisitive. Interested. Analytical. We are eager to learn or know.

### NURTURING:

Devoted. Protective. Loving. We support and encourage our clients during periods of training or development.

### A LEADER:

Captain. Chief. QUYN is a guiding force in the industry, heading development and inspiring our peers.



We don't just save you money,  
we secure your future while  
nurturing your present."

Wendi Berowsky, Director

## WHY US



**Readily available** core skills as and when needed, eliminating peaks.



**Clients are freed-up** to focus on core business activities, resulting in an increase in productivity.



**Cost saving** on group benefits and other hidden costs, linked to permanent staff.



**Specialised skills** help stay abreast of changing legislation.



**Savings** on unnecessary retrenchments, industrial relations and other related costs.



**Reliable qualified and experienced** specialists to handle risk, keeping employer/employees at optimum levels.



**Ensuring employment** continuity of key skills and ensuring that expertise are not lost.



**Added value services** that fill any gaps relating to HR/IR solutions.



**Level 1 B-BBEE** compliance.

## OUR SERVICES



### Employment Management Solutions

- ✓ BEE Scorecard, Administration Verification and Certification
- ✓ Candidate profiling
- ✓ Consulting
- ✓ CV Compilation
- ✓ Group Benefit Structuring Implementation
- ✓ Induction Training
- ✓ Integrated Human Resources and Industrial Relation Consulting
- ✓ Interviewing & Selection
- ✓ Learning Training and Development
- ✓ Payroll Bureau and Administration Services
- ✓ Permanent | Temporary and Project Specific Staffing Solutions
- ✓ Permanent Recruitment
- ✓ Qualification Verification
- ✓ Recruitment Database Management
- ✓ Remunerations Consulting
- ✓ Site Specific
- ✓ Supply PPE
- ✓ Tax Consulting and Return Services
- ✓ Temporary Recruitment and Project Staffing
- ✓ Workplace Skills Planning



### Human Resources & Industrial Relations

- ✓ BEE Score Card Consulting & Compilation
- ✓ BEE Scorecard, Administration Verification and Certification
- ✓ CCMA & Arbitration Consulting
- ✓ Dispute Resolutions & Strike Actions Interventions
- ✓ Employment Equity Plans
- ✓ Health & Safety
- ✓ HR / IR Consulting
- ✓ Learning Training and Development
- ✓ Performance Management Implementation Programmes
- ✓ Risk Control
- ✓ Training
- ✓ Union Negotiations
- ✓ Workplace Skills Plan & Coordinator



### Payroll Solutions

- ✓ Auditing and Setting Up of Compliant and Efficient Payroll
- ✓ Bonus, Statutory Provision and Complaint Record Compilation
- ✓ Bulk Salary Downloads
- ✓ Customised Report and Payslips
- ✓ Development, Supply & Loading of Time Keeping Solutions
- ✓ Electronic Payslips
- ✓ Employee Self Service
- ✓ Group Benefit Processing Solutions
- ✓ Leave Data Collation Management
- ✓ Payroll Administration & Management
- ✓ Payslip Delivery
- ✓ Return Services
- ✓ Third Party, Statutory Provision Management and Payment
- ✓ Wage Bureau Management



### Specialised Project Staffing Solution

- ✓ Administration
- ✓ Building Contracting
- ✓ Call Centre
- ✓ Civil Construction
- ✓ Education
- ✓ Engineering
- ✓ EPCM
- ✓ Finance
- ✓ Information Technology
- ✓ Media
- ✓ Medical Services
- ✓ Mining and Mineral
- ✓ Oil & Gas
- ✓ Parastatal & Government Department
- ✓ Power Generation
- ✓ Process Plants
- ✓ Refineries
- ✓ Renewable Energy
- ✓ Specialised Tunneling and Drilling



## BUSINESS APPROACH



Our comprehensive staffing solutions ensure positive, high-impact results, all made possible through our structured conventions accomplished alongside your human resources:

1

Client's Needs  
Assessment

2

Brief Risk  
Audit

3

Recommendation  
/Proposal

4

Client Feedback  
& Recommendation

5

Client Confirmation  
/Approval

6

Contractual  
Agreement

7

Implementation  
process

8

Client Consultation  
& Re-evaluation



## GEOGRAPHICAL FOOTPRINT

“

Our extended borders ensure  
that your interests are secured,  
no matter your location.”

Hasshim Loonat, Director

Zambia  
Namibia  
Mozambique  
South Africa

- ✓ Uptington
- ✓ Lephalale
- ✓ Messina
- ✓ Phalaborwa
- ✓ Rustenburg
- ✓ Vaal Triangle
- ✓ Johannesburg
- ✓ Kimberly
- ✓ De Aar
- ✓ Uptington
- ✓ Bloemfontein
- ✓ Durban
- ✓ Richards Bay
- ✓ Port Elizabeth
- ✓ Cape Town



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