

The background of the advertisement is a dimly lit office interior. In the center, a man in a light-colored long-sleeved shirt and dark jeans stands looking at a clipboard. To his left, a woman in a blue coat is pushing a yellow and black cleaning trolley. In the background, another woman is seated at a desk. The overall atmosphere is professional and focused on office maintenance and support.

# OFFICE SUPPORT & SOFT FM RECRUITMENT

# ABOUT ROMAX...

At Romax Solutions, finding the best candidates is our driven desire and passion, we aim to meet the recruitment needs of a diverse range of clients from construction and transport to industrial and Soft FM & Office Support.

We provide the right recruitment and manpower resources for all requirements.

With a depth of knowledge, our experienced and trusted staff are on-hand to deliver a bespoke service to each and every client, supplying reliable and talented staff of all levels both nationally and locally.

Being based just outside of London gives us easy access to service all clients throughout Essex, London, Kent and surrounding areas whilst also having the capabilities to support and service nationwide projects and clients.

Romax Solutions is also fully accredited by the Recruitment and Employment Confederation and the National Federation of Demolition Contractors.



## YOU CAN EXPECT:

- A single point of contact at Romax Solutions
- Pairing with a recruitment consultant specialised in your contracting fields
- A personalised service from one of the UK's most professional and consistent labour providers
- 24-hour, on-hand consultant availability
- Regular review meetings and client development reports
- Regular site visits to fully meet ongoing requirements
- An experienced office team who will manage and co-ordinate shifts for labour teams
- Access to our tried and tested contract staff resources

# WHY CHOOSE ROMAX SOLUTIONS?

At Romax Solutions we support our clients by fully understanding your requirements and expectations. Whether it be a permanent or temporary contract, we will assist you with a tailored approach that suits you. Our role is to eliminate the responsibility of recruitment to help you save on time and money.

This is achieved with our experienced team of consultants that are here to offer professional advice that can further transcend your current recruitment processes. We take away the stress of finding the right candidates so you can concentrate on ensuring your business continues to operate to its full potential.

## AT ROMAX SOLUTIONS WE FOCUS ON ACHIEVING THE FOLLOWING FOR YOU:



Reliability from our extensive database of candidates



An aftercare service following successful placements and ongoing temporary contracts



Up to date market research concerning your specified industry



A sustained relationship to ensure loyalty and continued attention to the developments of your company



A thorough understanding of your requirements and scope of works



A fully transparent and honest service



In house Payroll services

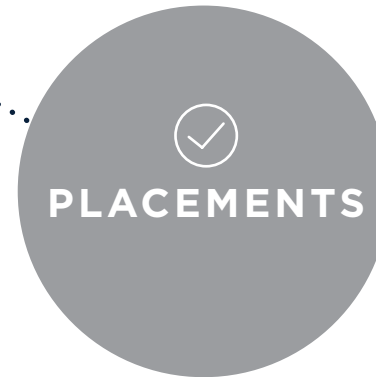
# OUR PROCESS...



Your dedicated Account Manager will work closely with you to obtain a thorough understanding of the role while our team will undertake comprehensive research for the assignment. Each potential candidate is then screened and compliant before we take them to the next stage.



Our core belief is that our candidates are just as valuable as our clients and we like to treat them as such. We take the time to understand their needs, objectives and work ethic which helps us match them to their perfect role. All candidates are fully briefed, prepared and supported till the very end of the process.



As skilled experts in negotiation, your Account Manager will handle the full negotiation process with the candidate to successful completion. We will then arrange a start date and talk through notice periods to ensure all parties are satisfied.



Romax Solutions provides an on-going client support service and candidate care to ensure your new addition has everything they need.



# SOFT FM & OFFICE SUPPORT RECRUITMENT

We cater for the ever-growing needs of the Soft FM & Office Support sector and the maintenance of buildings across the UK. We have experienced where service and cost can be improved and the importance of giving value for money whilst still ensuring excellent service and workmanship.

The Soft FM & Office Support purpose is to improve people's experiences, service (customers and employees) and the productivity of the core business so having the right personnel is key for FM clients to progress within the industry.

With our knowledge we work closely with clients to support and provide experienced and fully-trained candidates suitable for each and every position required.

## WHY CHOOSE ROMAX SOLUTIONS?

- We offer a 24/7 direct contact service throughout weekdays & weekends.
- We're an organised & friendly on-hand team.
- We only onboard quality & reliable candidates.
- After 12 working weeks, each temp candidate can be transferred FOC.
- We undertake regular site visits to ensure client requirements are constantly met.
- A range of DBS/PVG Certified candidates available.

## AREAS WE COVER INCLUDE:

- General Cleaning & CSCS Cleaners
- Office & Commercial Cleaners
- Mailroom Operatives
- Reprographics Operators
- Reception & Switchboard
- Secretarial & Office Administration
- Catering Experts

# COMPLIANCE & ACCREDITATIONS

**At Romax Solutions we ensure all our candidates undergo strict background checks before being successfully placed into any vacancy.**

We understand the importance of finding the right people for our clients and our experience and professionalism ensures you receive the expected service. We treat each candidate with caution and ensure they have the correct information and fit the role advertised.

We can also arrange fit for work certificates and critical medicals to our workers and a fast turnaround obtaining the correct medical certificates to ensure all workers are safe in all workplace environments.

We are proud of the accreditations we've earned. Our accreditations demonstrates our commitment to providing the best level of service to our clients and candidates. By achieving the highest industry standards, we ensure we meet stringent health & safety and quality control guidelines. As members of the Recruitment and Employment Confederation we can also provide assurances that we will remain up to date with current legislation regarding recruitment and employment.

Where required, all our candidates have:

- Full compliance to work in the UK
- CITB Card Checks
- DBS / PVG Checks
- Verified Documentation
- Reference Checks
- Full Interviews & Preparation



# WHAT OUR CLIENTS SAY...

*“Romax Solutions has been a preferred supplier of labour to Erith Group for over five years. We have always dealt with the same consultant and have been provided with an honest and competitive service since working with them. We look forward to continuing our working relationship in the future.”*

Commercial Director, Erith Group

*“My experience with Romax Solutions was extremely positive - the team were extremely proactive, helpful and knowledgeable. Their expertise and pragmatic approach is a massive help, so thank you to the whole team.”*

Senior Warehouse Manager, DSV

*“Being a specialist trade it isn't always easy finding operatives to fulfil these positions. We have used a few agencies over the years but for the past five years Romax has stood above the rest in terms of their professionalism and the high quality of their service. Long may it continue.”*

Senior Contracts Manager, Putney & Wood

*“The Romax team have been a part of my preferred supplier list for over three years. They have consistently gone above and beyond to support, with proactive and reactive recruitment models. Meeting demands for multiple requirements on our national facilities management provision.”*

Operations Manager, Randstad Sourceright







**CAMBRIDGESHIRE**

**BEDFORDSHIRE**

**SUFFOLK**

**EAST OF ENGLAND**

**BUCKINGHAMSHIRE**

**HERTFORDSHIRE**

**ESSEX**

**OXFORDSHIRE**

**LONDON**



**SURREY**

**KENT**

**HAMPSHIRE**

**SOUTH EAST ENGLAND**

**WEST SUSSEX**

**EAST SUSSEX**





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