



REED

# Specialist Recruiters Czech Republic



# About REED Czech Republic

**We are able to help you source talent across the workforce, with specialist teams focusing on a number of key areas including:**

- **Accounting & Finance**
- **Banking**
- **Engineering**
- **Human Resources & Executive Support**
- **Procurement & Supply Chain**
- **Multilingual Shared Services**
- **Sales & Marketing**
- **Technology**

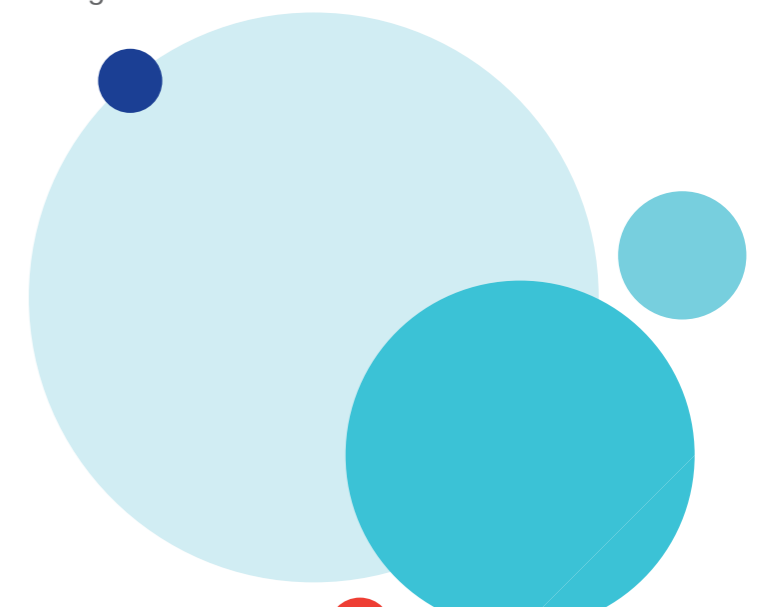
REED is a world-class global recruitment company. It is the first choice for Czech-based local, national and international employers, who turn to us for permanent, temporary and contract staff across a range of professional disciplines and industry sectors, as well as outsourced solutions, HR and IT consulting.

We have a track record of assisting jobseekers and employers in the UK since 1960, and today operate in Europe, the Middle East and Asia Pacific. Reed Specialist Recruitment is a family-owned and operated business, with more than 3,500 permanent employees working out of 400 offices and across 30 specialisms.

From our offices in Prague and Brno, we offer a full spectrum of recruitment-led services to employers throughout the Czech Republic, Slovakia and beyond, backed by the powerful resources and financial stability you'd expect from a leading global brand. Our team is led and staffed by experts with many years of recruitment experience in market-leading staffing companies, as well as search firms and recruitment advertising agencies. Our people have acted on behalf of clients large and small, in the region and worldwide. Indeed, many of the senior professionals they have successfully helped to change jobs are now themselves making hiring decisions at boardroom level, or are enjoying careers as entrepreneurs and business-owners in their own right.

## We Give Back...

Despite being established for over 50 years, Reed Specialist Recruitment remains an independent, family-owned business. What's more, we continue to demonstrate our commitment to corporate and social responsibility. 18% of Reed Specialist Recruitment is owned by the Reed Foundation – a charitable organisation that donates revenue from annual dividends to a number of worldwide charities. Our founder, Sir Alec Reed, received a knighthood for his services to the charity The Big Give ([www.thebiggive.org.uk](http://www.thebiggive.org.uk)), while our sister company – Reed in Partnership – delivers 'return to work' services for the long-term unemployed across Australia and the UK.



# So why REED?

**We're global – but we're also family-owned, and the values that have driven our growth and success are at the heart of everything we do.**



We aim to be first choice – for the clients who trust us with key appointments, and for the thousands of candidates we help to find work every year. But we also want to be first choice for the people who choose to forge their careers with us. That's why we invest heavily in their training and development, and why we encourage, support and reward customer-focused innovation and teamwork.

It's those underlying philosophies that we believe makes us stand out in a fiercely competitive service industry– and one we recognise is of even greater importance for us to demonstrate as we expand our business in Central and Eastern Europe.

## **Powerful Resources**

Whether you recruit for one or two key permanent appointments a year, seek professionals for fixed-term projects or regularly need a flexible workforce of highly skilled contractors at short notice, our consultants have the experience and knowledge to find the people you need.

Our consultants maintain and develop strong candidate networks across their specialist markets. This means every new recruitment exercise is supported by a candidate-rich CV database of active and passive jobseekers. You'll also benefit from a regular stream of new candidates referred to us by people we've successfully placed within the industry.

Our consultative approach means we do more than simply match your vacancies to candidates registered with us. We'll also advise you on the likely availability of relevant candidates in the wider marketplace, typical salary expectations and strategies for ensuring your opportunities reach them.

In addition, we have brought in specialism-focussed researchers to further improve the level of service we provide to our clients. These researchers apply their detailed knowledge of the current market (candidates and projects) to help us speed up and improve the quality of the recruitment service we provide. Their detailed knowledge of their own sectors also enables REED to undertake a headhunting approach when necessary for Director-level roles.

We know our clients have exacting skill-set demands, which is why we complement our consultants' experience and market knowledge with innovative technology developed by us for the needs of clients with highly specific requirements. We also use a range of technology to deliver a smooth quality service to all of our clients.

**“...makes us stand out in a fiercely competitive service industry”**



# Sector Expertise

**Our consultants are experts in their specialist disciplines, giving them the edge when identifying candidates who match your technical job requirements and fit with your team spirit and company culture.**

**The specialist areas we currently focus on include:**

## Accounting & Finance

We focus on highly specialised senior and managerial positions in internal and external finance businesses (e.g. audit firms, consulting companies, external accountancy firms). We look for the most suitable candidates for positions like Chief Accountant, Payroll Accountant, Financial Controller, Business Analyst/Planner, Finance Manager and Financial Analyst.

These roles usually require specific knowledge such as IFRS, US GAAP, SOX, SAP, ACCA, taxation etc. We regularly assess the level of English language as most of our clients are international companies.

Recently, we have seen an increasing demand for candidates who can extrapolate business understanding from financial numbers. Our client corporations are frequently searching for financial professionals from whom they can expect consulting insight (forecasting, planning, scenario of potential development etc.).

We understand our clients very well. Based on our extensive recruitment experience with exactly these kind of positions and an unrivalled overview of the Czech and Slovak markets, we are able to offer our clients a long-term strategic partnership helping to improve our client employee base and its ultimate business success.

## Banking

Reed Banking co-operates with banks, leasing companies, insurance companies and other financial institutions across the Czech Republic and Slovakia.

We focus on specialised senior and managerial positions, together with front and back office staff. We typically work on positions such as Relationship Manager, SME Banker, Private banker, Custody and Settlement Clerk, Credit Analyst, Risk Manager, Product and Segmentation Specialist and other positions related to strategic marketing.

These roles usually have specific demands, not just based on the job description, but also based on the specific company and the corporate culture.

Increasingly, banks focus on segmenting their client base according to their personal wealth and subsequent potential income for the bank. Hence, a sort of “banks within a bank” has developed (often divided by its branding and physical space separation) and it requires a different client approach and specialised product portfolios.

This trend is of course reflected in our work. Our forte lies in recruiting Private Bankers for highly affluent clients. These positions require high standards of professionalism, providing top quality client service, sales skills and an ability to acquire and develop long-term relationships with clients to ensure a financially lucrative partnership (e.g. area of investment).

## Engineering

Reed Engineering is a leading supplier of engineering professionals, providing temporary and permanent solutions to a global client base. As engineering is one of the fastest-expanding industries in our region, keeping up to date with the growing needs of this industry requires a specialist. Reed Engineering offers you the recruitment expertise you need. We have the capabilities to supply full permanent and contract solutions, volume project assignments and web-enabled managed services. From design to production, (manufacturing and maintenance, management and technical sales, through project management, civil engineering and construction, research and development) we can find the people you need at every stage of the process.

Reed Engineering is a leading specialist recruiter dedicated to the scientific field and research & development. Our staff are qualified specialists from the scientific industry with individual areas of niche expertise. With access to an unrivalled database of screened candidates, Reed Engineering are best placed to provide efficient solutions to our clients.

## Human Resources & Executive Support

Reed Human Resources specialises in the recruitment of HR professionals at all levels across a wide range of industry sectors including finance, legal, manufacturing, IT and retail. Using contingency and search and selection methods, coupled with structured interviewing, Reed HR can supply HR professionals from Assistant to Director level (such as HR Administrators, Recruitment Specialist/Managers, Compensation&Benefits Specialists/Managers, Training&Development Specialists/Managers, HR Managers, HR Business Partners, Regional HR Directors).

With over 50 years of experience, Reed Executive Support provides temporary, permanent and contract PA, Secretarial and Administrative recruitment services (Office Managers, Executive Assistants, Event Managers, Customer Service Representatives/Managers). We do more than just recruit personnel nation-wide, our greatest strength is that we specialise in each industry sector.

Reed Legal is the specialist legal recruitment division of Reed Personnel Services. We provide full recruitment and career management service to both Law firms and In-house departments (In-house Lawyers, Compliance Specialists/Managers, Attorneys). For our candidates, Reed Legal provides a fast and accurate service driven exclusively by your criteria.

Whether you are actively pursuing a career move, or just want to be kept informed on developments and opportunities in the market, Reed Legal has the knowledge and technology to get you the information you need. For our clients we can provide very fast solutions that are also highly cost effective.

## Multilingual Shared Services

Reed Multilingual Shared Services is a leading specialist recruiter of professionals for permanent, contract and temporary positions. Based in the Czech Republic and operating throughout the region our team delivers quality resourcing solutions to multinationals and established local businesses, helping them to identify and attract candidates with diverse, in-demand and niche skill sets.

When you seek professional recruitment and HR services to attract, recruit and retain individuals



who create a sustainable competitive advantage for your business, look no further than Reed Multilingual Shared Services. From IT support to customer services, we find people with the right mix of linguistic, technical and professional skills for positions of responsibility. Our clients include the European Shared Service Centre's and regional hubs of many European and North American multinationals, who turn to us to help them promote opportunities to a growing multinational workforce, many of whom have acquired valuable practical experience in the UK or on working holidays around the world.

Our role includes not just identifying the right people but also providing them with all the practical advice and support they need to make a successful and lasting transition. We also help our clients frame their own employer brand proposition, especially when recruiting in-demand languages or those candidates that are harder to find.

## Procurement & Supply Chain

Reed Supply Chain & Procurement is dedicated to the world of Purchasing & Supply Chain Management. We work the most frequently on recruitment projects for following positions: Procurement Director, Purchasing manager, Supply Chain Manager, Junior & Senior Buyers, Bid & Tender Managers, Sourcing managers, Supplier Quality Engineers, e-Procurement Managers & Specialists and Logistics managers. Besides these typical roles we are able to provide TOP candidates and consultancy for sector-specific roles requiring unique Supply Chain knowledge and expertise.

In addition to standard recruitment we often offer consulting services to our clients about how to define the position & salary package or how to optimize their Supply Chain hierarchy. Based on our developed knowledge of various industries we are able to provide them with valuable market insight and trends. On the other hand we continually broaden our network of potential Supply Chain professionals, partner and assist them in taking their career to the next level.

## Sales & Marketing

Reed Sales & Marketing is one of REED's the most original and dynamic divisions. Our direct approach to recruitment is highly specialised within different segments in our division. When you engage Reed, you can be sure that the consultant you will work with

is highly experienced and has an indepth knowledge of the relevant experience and qualifications required of candidates. In return we offer candidates the best opportunities the market has to offer. From Sales (Sales Representative, Area Sales Manager, Key Account Manager, Business Development Manager, Sales Manager, Sales Director), Communication and PR to Direct Marketing (PR Specialist, Event Specialist, Internal Communication Specialist, PR Manager, Head of Corporate Communication, eCommerce, On-line marketing), Brand and Product Management (Junior & Senior Brand/Product Manager, Group Brand/Product, Marketing Manager, Marketing Director), Retail Operations and Merchandising (National Store Manager, Area Retail Manager, Store Manager, Visual Merchandiser, Buyer, Merchandiser), you can be confident that not only that your requirements will be met, but we will also provide you with both professional assistance and consultancy.

Our Sales & Marketing team can offer strong know-how mainly in these vertical segments: FMCG, consumer goods, logistics, IT, automotive, hospitality, market research, real estate, services and pharmaceutical.

From ambitious graduates looking to make their mark in sales or marketing to experienced boardlevel professionals seeking their next challenge, Reed Sales & Marketing has a specialist team and the required network waiting to help you find the candidate with the ability, experience and character required. We know it's a close-knit industry and that today's candidate is tomorrow's client, so we treat everyone with the same professionalism and respect.

## Technology

As a key player and influencer in the IT resource market, Reed Technology believes that strong client and candidate relationships are essential ingredients in long-term success – which is why our consultants put people first.

Professionally trained consultants have specialist knowledge and provide a dedicated service, tailored to meet a candidates precise career requirements. If you're looking for your next career move within IT, Reed Technology are uniquely positioned to help.

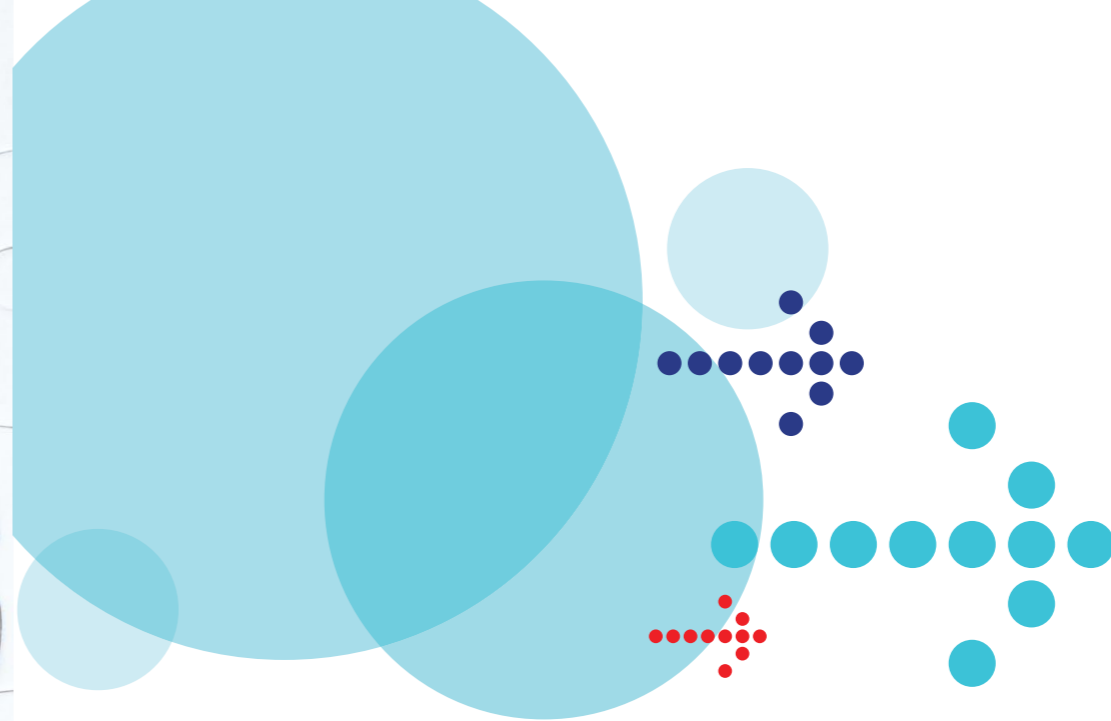
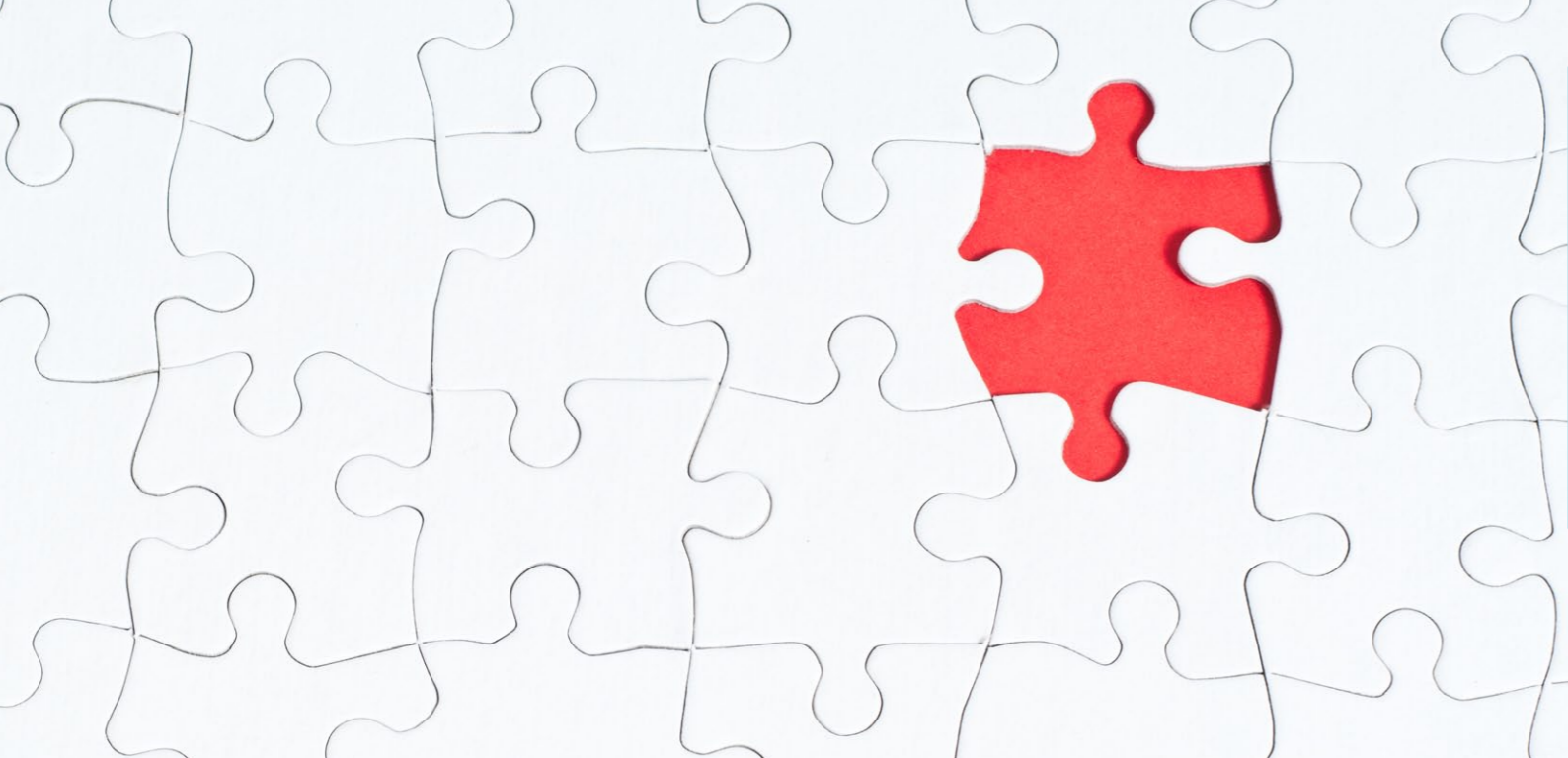
# Talent Attraction

Drawing on years of experience in recruitment, we can help employers identify and attract talent for appointments at all levels. Tailoring our service to your individual requirements and timeframe, we might typically provide:

- Advice on the latest trends in reward and remuneration
- Assistance in drafting a profile of your ideal candidate, including skills and potential background
- Identification of the type of organisation from which candidates may be proactively and discreetly sourced
- Advice and assistance on direct marketing recruitment campaigns (email and print)

- Advice on how to use social media as a candidate attraction tool
- Assistance with networking events
- Assistance with online and print media recruitment advertising;
  - Media buying
  - Search engine optimisation
  - Major online job board & industry-specific website advertising
  - Print advertising recommendations and management
  - Copywriting
  - Graphic design





## A Tailored Service

At REED we recognise that each client has unique requirements and tailor our services accordingly. For instance, we can provide vital expertise to SME's wishing to compete for talent who might otherwise pursue only opportunities with household-name employers.

For employers of all sizes, we deliver a wide range of services as part of our recruitment methodology, including:

- Permanent recruitment
- Temporary worker recruitment
- Direct Search / Headhunting
- Pre-Selection services
- Recruitment Process Outsourcing (RPO)
- Managed Vendor
- Third party Agency Management
- Outplacement
- HR Consultancy
- Market Leading Online Job Portal

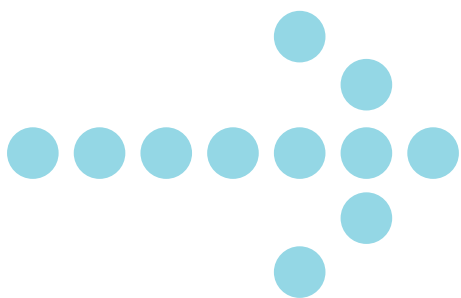
By working with our expert consultants, you can gain a better understanding of the skills and potential within your existing workforce, as well as developing a strategy for attracting and harnessing talent more effectively.

Depending on your requirements, our consultants can either work alongside your own HR team, freeing them up for higher- priority strategic or operational work, or assume responsibility for some or all of your core HR activities.

## Our Vision

To be the world's favourite recruiter through continuous innovation and service excellence.

**Accounting & Finance, Banking, Engineering,  
Human Resources & Executive Support,  
Procurement & Supply Chain,  
Multilingual Shared Services,  
Sales & Marketing, Technology**  
**[www.reedglobal.cz](http://www.reedglobal.cz)**



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### **Our offices around the world:**

**Australia | Bulgaria | China | Czech Republic | Hong Kong | Hungary | Ireland | Korea | Malaysia |  
Malta | Poland | Qatar | Singapore | Turkey | United Arab Emirates | United Kingdom**