

GILLESPIE Personnel Ltd.

*Committed to solving diverse
human resource needs
ethically and cost effectively
since 1991*

630 – 20 Avenue NW, Calgary, Alberta T2M 1C8
Phone: 403-250-1750 | Fax: 403-250-2190
info@GillespiePersonnel.com
www.GillespiePersonnel.com



About Us

GILLESPIE Personnel Ltd. provides staffing services to the Calgary area. We are committed to providing these services in an ethical and cost effective manner. Gayle Gillespie has been providing these human resource services since 1979 when she worked as the manager of the automated services division of Keyword Office Technologies Ltd. In 1991, Gayle purchased the division, and incorporated as GILLESPIE Personnel Ltd. The cornerstone of GILLESPIE is our dedication to quality, attention to detail and unparalleled customer service.

Our commitment is to provide our clients with a wealth of experience, professionalism and integrity, along with personalized service. Because the needs of our clients are diverse, we offer a complete range of staffing services to best address your business needs. Staffing solutions that work:

- Temporary
- Temporary to Full Time
- Permanent / Direct Hire
- Executive Search
- Payroll Service
- Office Overload



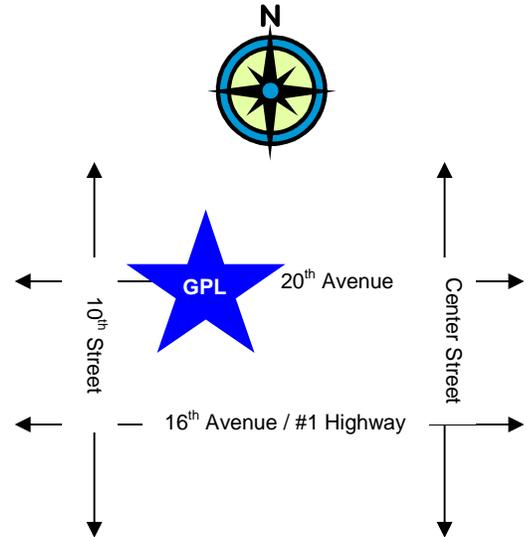
Our People Make the Difference



Contact Us

STREET AND MAILING ADDRESS

630 – 20 Avenue NW
Calgary, Alberta, Canada
T2M 1C8



COMMUNICATION

Phone: 403-250-1750
Fax: 403-250-2190

E-Mail: info@GillespiePersonnel.com
Web Page: www.GillespiePersonnel.com

- Offering a responsive service for all calls before and after regular business hours (24 hour service)



A proud member of the Calgary business community since 1991



Key Contacts

Gayle Gillespie, Director of Services

Gayle has over two decades of human resource experience and is the owner of GILLESPIE Personnel Ltd. She is directly involved in the screening, interviewing and placement of all personnel and is committed to quality control. Gayle leads her team of staff in an organized, hands-on, dedicated manner. Her goal is to ensure that all staff members participate and share equally in the responsibility of customer service.

Shawna Karst, Recruiter / Administrator

Shawna joined her mother, Gayle, on a part time basis while going to school and has been a permanent fixture at GILLESPIE Personnel Ltd. for 10 years. She is responsible for invoicing and payroll, is involved in marketing, customer service, and is directly involved with Staffing Services.



Temporary

Temporary employees are an important part of the labour force and are utilized daily to assist with the smooth functioning of many businesses. They are a cost effective and productive supplement to permanent staffing. Whether you require clerical, administrative or accounting staff, at GILLESPIE you are guaranteed highly qualified, efficient and reliable staff.

Areas of expertise, in a variety of industries – entry to senior level:

Accounting	Desktop Publishing	Payroll / Benefits
Administrative	Executive Assistant	Reception
Financial Analyst	Human Resources	Sales / Marketing
Call Centre	Legal Secretarial	Shipping & Receiving
Clerical	Mailroom	Technical Support
Customer Service	Management	Technical Writing
Data Processing	Medical	...and more

Temporary Placement Fees:

- Once a secured job description is obtained, a fair and competitive rate can be negotiated.
- Rates are dependent on the job description as well as the experience and education required.
- In accordance with Alberta Employment Standards, the minimum charge per day is 3 hours.

In addition to temporary staffing, GILLESPIE Personnel Ltd. also provides search services for the hiring of contractors.

- Pricing to be negotiated on an hourly or contract basis once specific needs have been identified.

Our rates include the following expenses and Government Burdens:

- employee wage
- vacation and statutory holiday pay
- employer's portion of Employment Insurance and Canada Pension Plan
- Workers' Compensation
- payroll costs including record of employment, and T4's
- carrying costs and administration

Guarantee of Value:

If we are advised of unsatisfactory work within the first 3 hours of the assignment, charges for these 3 hours will be cancelled and a replacement made.

Please contact us by phone at 403-250-1750, or via e-mail at staffing@GillespiePersonnel.com for additional information.



Temporary to Full Time

Temporary to Full Time placement offers a risk-free and cost effective solution to hiring a permanent employee. Clients can evaluate the performance of one of our employees for a period of 90 working days while paying our competitive temporary rate.

Temporary to Full Time Fees:

- If the temporary employee has worked continuously for a period of 90 working days, in the same position as originally requested for, and you would like to hire them permanently there would be **no additional fees**.

For further information on our staffing solutions please contact us by phone at 403-250-1750, or by e-mail at staffing@GillespiePersonnel.com.



Permanent / Direct Hire

Hiring new employees can be time consuming and costly, leaving no guarantee that you have chosen the right person for the position. Choosing GILLESPIE Personnel Ltd. to assist you with your permanent placements is a cost efficient solution.

We begin by securing an accurate, detailed job description, and then present you with candidates that have been pre-screened, interviewed, skill tested and reference checked. You then choose the most suitable candidates from the selected resumes and interview at your convenience, feeling confident once you have made your choice, knowing our services are guaranteed.

Permanent / Direct Hire Fees:

- With an annual salary of \$45,000 per year or less - our fee is 10% of the agreed upon annual salary (for an annual salary in excess of \$45,000 please see Executive Search).

Guarantee of Value:

Should the employee leave or the placement proves unsatisfactory for any reason within the first three (3) months, a replacement will be provided. The replacement guarantee is a one time only guarantee. Should a replacement not be required, a credit note (less 50% for administrative costs) will be applied to any subsequent permanent placement, valid for twelve months following the date of issue.

For further information on our staffing solutions please contact us by phone at 403-250-1750, or by e-mail at staffing@GillespiePersonnel.com.



Executive Search

GILLESPIE Personnel Ltd. offers clients an effective and focused approach to hiring executive and professional level personnel. We apply integrity and experience in confidential recruiting to save you both time and money, giving you the confidence that you will attract the "right" candidate.

Instead of reviewing resumes and returning phone calls, relax while our Executive Search division pre-screens candidates with your specific requirements in mind. You interview only the most suitable candidates and are assured of complete satisfaction with GILLESPIE's Guarantee of Value.

We offer recruiting in a variety of areas:

- Executive Assistance / Administration
- Oil and Gas Accounting
- CA's, CMA's and CGA's
- Engineering
- Oil and Gas Technology
- Information Technology Specialists
- Sales and Marketing

Executive Search Fees:

- For an annual salary of \$45,000 or less please see Permanent / Direct Hire.
- For an annual salary of between \$45,001 and \$59,999 our fee is 15% of the agreed upon annual salary.
- For an annual salary of \$60,000 plus our fee is 20% of the agreed upon annual salary.

Rates can be negotiated and account discounts are available.

Guarantee of Value:

Should the employee leave or the placement proves unsatisfactory for any reason within the first three (3) months, a replacement will be provided. The replacement guarantee is a one time only guarantee. Should a replacement not be required, a credit note (less 50% for administrative costs) will be applied to any subsequent permanent placement, valid for twelve months following the date of issue.

For further information on our staffing solutions please contact us by phone at 403-250-1750, or by e-mail at staffing@GillespiePersonnel.com.



Payroll Service

GILLESPIE Personnel Ltd. provides payroll services for contract and temporary staff. This service is designed to outsource your payroll department, or as an extension of your payroll services, for one or more employees. GILLESPIE Personnel Ltd. would serve as the employer on record, providing all payroll related administrative duties, including all government remittances, record of employment, etc.

Payroll Service Fees:

- Pricing to be negotiated on an hourly or contract basis once specific needs have been identified.

For details please contact us at staffing@GillespiePersonnel.com or by phone at 403-250-1750.



Office Overload

A convenient alternative to hiring temporary staff for excessive workloads or extra projects is our office overload/desktop publishing service. Send us the work and we will use our equipment and staff to complete the project on time. Personalized letters, proposals, databases and manuals are just a few of the extensive overload services available. We are dedicated to meeting the quality and professional standards you expect.

Office Overload Fees:

- Pricing to be negotiated on an hourly or contract basis once specific needs have been identified.

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The GILLESPIE Difference

Professional Standards You Can Trust

We set for ourselves and adhere to a strict code of ethics and standards for our business conduct.

Team Approach

Our team approach enables each internal staff member at GILLESPIE Personnel Ltd. to meet and work with each client. The client need not wait for one specific person to talk to, as everyone at GILLESPIE Personnel Ltd. is informed and can be of assistance. With a very low internal staff turnover rate, you can feel comfortable knowing your contacts are consistent.

Full Service Providers

We provide temporary staffing as well as temporary to permanent staffing, permanent / direct hire placements, executive search, payroll service and office overload services. Our approach is one stop shopping!

Support

Our 24 hour telephone access system is always available. Being informed of a placement need the night before allows us to secure a suitable candidate to ensure "business as usual".

Commitment to Exceptional Service

GILLESPIE Personnel Ltd. strives to provide exceptional service through our continuous improvement structure and quality assurance programs. Our services are professionally delivered at competitive prices, and are responsive to the changing needs of our clients.

Guarantee of Value

We guarantee complete satisfaction.

Staffing Solutions That Work

We are the...

