



Options Solutions

Already skilled. Or ready to learn.
Always ready to succeed.

Office efficiency and productivity depend on administrative personnel who know what's what. That means having access to people with the right skills right when you need them. That's where Manpower comes in.

While we have screened and tested, experienced individuals with a wide range of up-to-date skills, we know that changing technology constantly creates new demands for your organization. That's why our people have free online access to the latest training. It's the smart way to "build" the exact talent you need, when you need it.

Manpower places more than 185,000 people in administrative positions yearly.

It's a challenge faced by most businesses today: finding talented, motivated administrative people in a continuously shrinking talent pool. When your company also needs very specific types or levels of experience, the challenge becomes even more daunting.

To solve the administrative talent crunch at two of its facilities, a world leader in the pharmaceutical industry teamed up with Manpower. Today, at any one time, this company's workforce at its two locations includes about 150-200 administrative associates supplied by Manpower. There's also a growing pool of company-ready administrative employees ready to be deployed as needed. Plus, HR details that used to eat up large portions of this enterprise's employees' time are now handled by Manpower. The management of all incoming and outgoing staff requests. Recruiting. Screening. Testing. Selection. And training. Our customer is now able to maintain its administrative workforce at the most productive level on a consistent basis.

Long-term. Short-term. Temp hire. Permanent placement. Today's talent crunch demands flexible solutions. Let Manpower create one for you.

Administrative Services

People

From administrative assistants to switchboard operators. Medical transcriptionists to tellers. Short-term to permanent placement. Manpower finds the best people for all types of administrative jobs in all kinds of industries. Each candidate's skills and goals are clearly identified. Your job needs and work environment are clearly understood. Armed with this knowledge, we can make the best match of candidate to your position. That means better retention rates and more opportunities for success for your company.

Training

Refresh old skills. Learn new ones. Manpower employees keep skills current with access to more than 4,000 free online training courses: software skills, workplace communication, business skills, professional development skills and more. Our courses also serve as powerful on-the-job reference tools to maximize productivity in your office.

HR Services

Recruiting. Prescreening. Testing. Interviewing. Manpower offers a full spectrum of customizable HR services designed to reduce your hiring timeline and cost.

Outsourcing

Customized vendor management programs. Technology-enabled solutions. Business planning. Internal audit and tax operations. Finance and accounting operations. Recruitment process outsourcing. These are just some areas of expertise covered by Manpower and our group of companies: Manpower Professional, Jefferson Wells and Right Management.

Consulting

HR solutions. Research and diagnostics. Benchmarking. Talent architecture. Organization across sectors. Find all this and more through the Manpower group of companies.

us.manpower.com
manpower.ca

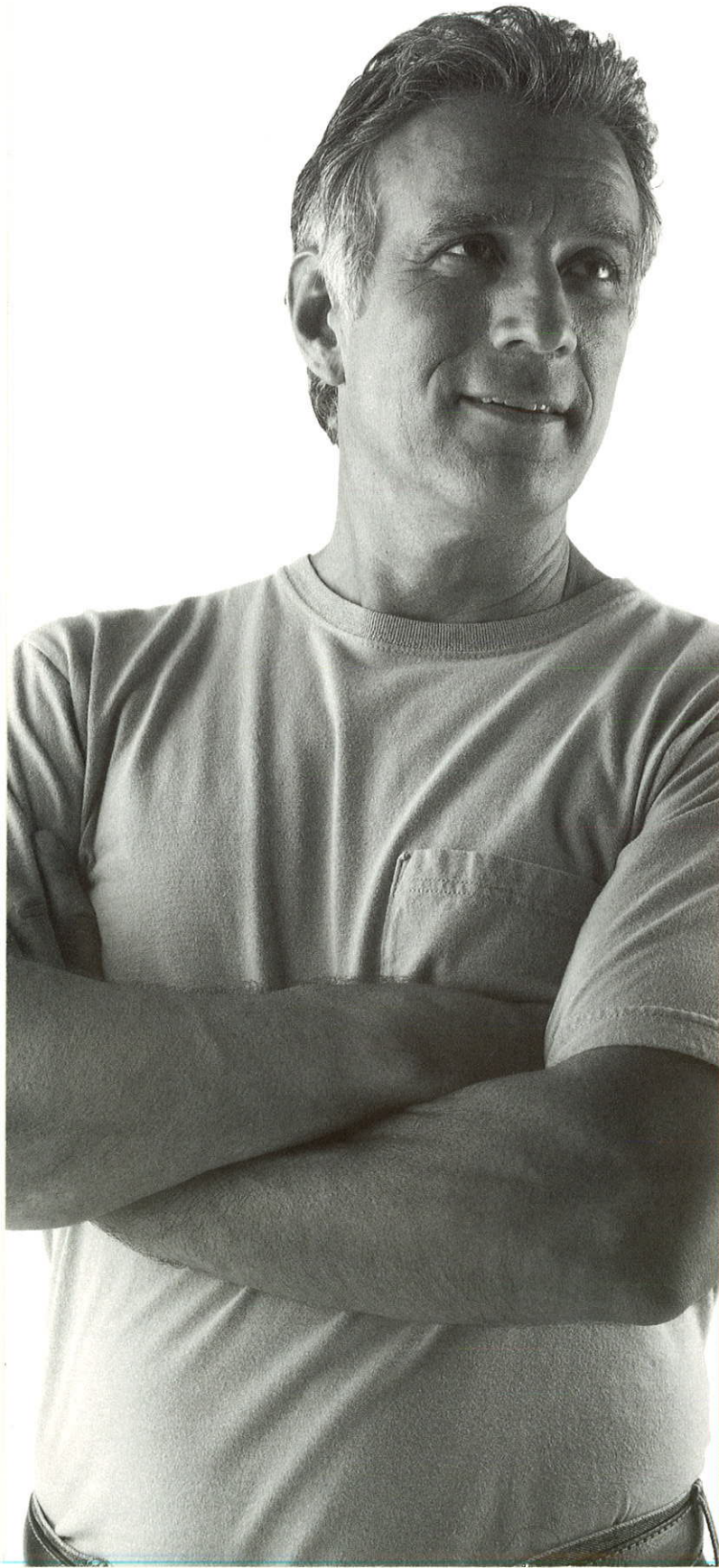
What do you do?



Manpower®

Industrial Services

So many stories.



So many successes.

Manufacturing companies worldwide are running leaner, safer and more productively with Manpower's help. Finding skilled talent. Predicting on-the-job success. Keeping good people happy and at work. We've solved all these issues and many more. What solutions do you need?

Manufacturing? Staffing?
Which do you want to
focus on?

A leading diesel engine manufacturing facility relies on Manpower for all its staffing functions. We've been so successful in hiring and managing skilled people for this client, it has become a firm believer in the effectiveness of having an on-going blended workforce of Manpower associates and its own employees.

Manpower handles recruiting and screening to fill positions from precision parts assemblers to quality inspectors. Our skill tests verify math and mechanical comprehension. We administer testing for technicians, assemblers and a range of other positions. Our team constantly analyzes turnover and quickly develops solutions to combat even the smallest problems. As a result, our client hires hundreds of our associates and balances their workforce with 20 percent Manpower associates.

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Manpower®

