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Qatar
MANPOWER AGENCY



Qatar Manpower Agency

Introduction

Good employees are difficult to find and are becoming even more difficult to keep.

At **QMA** we believe that the people you select and recruit today will either contribute to your organization's future growth and success or begin to erode the pillars on which your business has been built on.

The best way to reduce the costly employee turnover is to have a recruitment partner and program, which ensures that new people fit your business and that what the business has to offer fits the people recruited. As it requires special insight, skill and experience to hook the best resources, it pays to use experts who will get you the right people for the right job.

So if your goal is a superior, high performance workforce that is focused on continuous improvement, your company will need to partner with an effective selection and recruitment service provider such as **QMA** who understands the Qatar labor market, its trends, influences and legislation.

The reality today is that companies need to take a long and hard look at their recruitment principles, processes and partners. We at **QMA** have over thirty five years industry experience making us very knowledgeable and able to advise our clients with specialist information to help them achieve a documented, systematic hiring process that ensures you hire the best possible staff and to make certain that you have all the necessary information and components in place to attract, retain and develop a superior, high performance workforce.



Vision & Values:

We strive to be the preferred business partner to both our clients and our candidates and to be recognized as a company of distinction that operates around the creation of long-term relationships and the consistent supply of high quality, personalized, professional and value added service.

We do this by striving to follow our key values:

- Distinction – To be irreplaceable, do things differently
- Excellence – Doing ordinary things extraordinarily well
- Confidence – Be bold, and mighty forces will come your way
- Solidarity – Together larger steps are possible
- Ambition – Why wait for the future - create it



Mission Statement

- To lead the industry in matching demand for and supply of employment in terms of quality and revenue.
- As business people, we will continue to develop our skills to create a point of difference and value for our organization. We will make every client contact a unique, value added experience.
- As an organization, we will strengthen our leadership position as the most creative, forward thinking and value added authority in HR solutions.



QMA provides professional, skilled and unskilled candidates in the fields of



- **Construction**
- **Cleaning and Maintenance**
- **Oil and Gas**
- **Security Services**
- **Hospitality**
- **Engineering**
- **Logistics**
- **Information Technology**
- **Finance**
- **Medical**
- **Marketing & Sales**
- **Marine**

Management, Staff Expertise and know-how:

Working with Qatar for the past 35 years in the recruitment field we understand the market requirement and the need for to centralize the recruitment process for all countries under one roof. The idea grew and QMA was born.

We offer one stop shop for all nationalities based on your nationality approvals.



QMA currently employs a core team of consultants having at least four years experience in the recruitment and human resource management field, specifically focused on engineering, construction, hospitality, medical, general management, technical, administrative and oil & gas.

Our staff is highly skilled, experienced and motivated professionals dedicated to the provision of quality service to both clients and candidates.

We have our own offices located in Qatar, India, Nepal, Bangladesh, Indonesia, Romania and Serbia and associate offices in various countries around the globe like Egypt, Myanmar, Kenya, Nigeria, Sri Lanka, Philippines and many more.



For Clients:

Our Approach:

Our aim is very simple, to provide you with a bespoke recruitment service designed to deliver recruitment solutions in a timely and cost-effective manner. The more time we spend searching for and vetting candidates on your behalf, the more time you have to devote to your primary responsibilities.

Requirement Search & Selection:

- We take full details of a specific vacancy along with relevant information on your company and its projects.
- After extensive web based advertising and database interrogation we will submit suitable CVs to you for your perusal hopefully leading to interviews and a placement.
- The selected candidate receives an employment offer from the client and upon acceptance the visa and payroll activities are taken care of by the client.
- QMA assists in the reference checks, medicals and on boarding processes.
- A one time recruitment fee is payable by the client to QMA upon the commencement of work of the selected candidate.



Headhunting:

The very best candidates in any industry rarely job hunt, they tend to be offered positions by people that they know or by people that approach them with an interesting proposition. If you know of someone in the industry who would fit into your organization and solve a problem for you then let us make the approach on your behalf.

Headhunting executed in the wrong manner can cause embarrassment and resentment. Most well respected companies will not want to be known for pulling people out of other companies for fear that others will use similar tactics towards them. A confidential approach via **QMA** can ascertain their interest without revealing the company behind the approach until it is absolutely necessary.



Fees:

With **QMA** you only pay a fee once a suitable candidate has been identified, interviewed and has actually started work for your company. Even where we undertake headhunting / search assignments, a fee will only be charged as a result of a successful placement.

Guarantee:

Every candidate recruited through **QMA** is guaranteed for a period of 90 days from the commencement of employment.

Associated Consulting Services:

- Candidate Recruitment
- Professional Interviewing
- Personal Reference Verification
- Compensation Surveys
- Analysis of Employee Requirements
- Development of Measurable Job Descriptions
- Skills Identification
- Work force solutions
 - Temporary (Talent as-needed)
 - Direct Hire (Permanent, full time staffing)
 - On-site management (large volume workforce management)
- Development of Organizational Reporting Structure
- Employee Performance Review Counseling
- Initial Contract Negotiations
- Conflict Resolution.



Why QMA??

- Registered Employment services agency
- Vast experience of the Qatar Labor Market
- The Gold Mine (The resume storehouse)
- The “Exact Fit” Approach (The right formula for the employer-employee equation)
- Quality Ethics, speed, flexibility, confidentiality
- Customized solutions-from single recruit to large group hiring.
- Expertise (Our team sets us apart)
- Orientation (Polishing the stone)
- Infrastructure (Our workplace — the connecting point)
- Local office in Doha.
- Monthly performance evaluation for our employees because we care about your satisfaction.
- Comprehensive & Timely Solutions (Matching talent to task quickly)
- Business model and mix tailored to suit your requirements.
- Global presence for recruiting any nationality required.



Contact Us



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