

duetrecruitment

PREMIUM STAFFING SOLUTIONS



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TAKING THE NEXT STEPS
TOWARDS A BETTER FUTURE

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**BUILDING BLOCKS
TOWARDS A
BETTER FUTURE**



COVERLETTER

Duet Recruitment is taking the next steps towards a better future by providing premium staffing solutions.

With unparalleled industry insight and experience, we're the leading service for excellent, end-to-end staffing solutions in the transport, logistics and manufacturing sectors. Although our sector has seen unprecedented times during the past few years, we believe it has cemented just how vital our work is. The dire need for recruitment specialists to understand the sectors and roles they provide staff for is one of our biggest assets at Duet Recruitment.

We deliver on our promise to ensure the right candidates are put forward to meet the needs of your workplace. It's not just about filling a role, it's about improving productivity by connecting you with the right people to keep your business running at maximum proficiency. By valuing quality over quantity, our genuine understanding of unique industry requirements and staffing issues is a reflection of over 60 years of combined experience. As often former employees of the industries we now recruit for, our experience stretches right from working the floor to running complex businesses.

Duet Recruitment keeps Australia moving. We're committed to the long term growth and success of our industry by providing recruitment, labour-hire and container services. When you partner with us, you'll not only benefit from highly personalised service but receive unparalleled customer care, expert industry knowledge and connect with well-developed networks that have seen us rise to the top of our field.

We're proud to be 100% Australian owned and operated. At Duet Recruitment, we coordinate our national staffing solutions from our head office in Melbourne, so you can be assured that there are no call centres or unqualified consultants — only expert knowledge from highly qualified professionals.

This is our commitment to you.



SAFETY PLAN

Let's keep Australia moving.

Duet Recruitment is committed to providing a safe and healthy workplace for all workers, casual or contractor. We ensure that we adhere to all Government rules and regulations by guaranteeing that we always meet Occupational Health and Safety standards. By choosing candidates that take safety as seriously as we do, you can be assured that your business will run smoothly and at maximum proficiency.

At Duet Recruitment, when we hire staff, we don't just pick the first candidates that apply. We select the right candidate for the right role, ensuring that everyone we hire meets our excellent safety standards. Our highly trained recruitment, labour hire and container service personnel are able to not only get the job done but thrive in their roles. Our recruitment service is above and beyond that of our sector, with a special focus on ensuring the safety of all employees.

Get the job done right, safely, with Duet Recruitment.



SAFETY FIRST

We provide employees and relevant non-employees with appropriate information, training and instruction as necessary to uphold the safe performance of work activities.



RISK MANAGEMENT

Raise issues of health and safety with clear channels of communication. We ensure that adequate facilities and arrangements are available to employees.



MEET REQUIREMENTS

Relevant employees trained in health and safety practices will be appointed to assist the Company in meeting legislative requirements. If required, external specialists may be engaged.



RESPONSIBLE EMPLOYEES

Duet Recruitment expects full commitment from all employees and relevant non-employees for the successful implementation of our OHS policy.





OR

COVID PLAN

Transport, Logistics and Manufacturing are essential services.

It is vital for our industry to maintain COVID safe workplaces to ensure we keep Australia moving. At Duet Recruitment, we ensure that we meet Government COVIDSafe business guidelines with all our personnel. Ongoing risk management and assessments will be made to ensure that we can continue to operate at maximum capacity.

We require that every employee adheres to the best practice COVIDSafe guidelines at all times.



COVIDSAFE

We're committed to being a COVIDSafe workplace and protecting our employees, visitors and the wider community.



COVID COMPLIANCE

At Duet Recruitment, we ensure that all our employees complete COVID record keeping and compliance where applicable.



SAFETY FIRST

If required, any personnel who becomes unwell will be directed to return home, self-test and return to work only upon receiving a negative test result.



REPORT COVID

Duet Recruitment, if required, will reasonably follow the directives outlined by the Department of Health if a positive case is found in the workplace.



04

INJURY MANAGEMENT

Everyone has the right to feel safe at work.

We're committed to providing a safe and professional work environment for all employees with complete injury management guidelines. This ensures that injuries are prevented before they happen, with a strong internal culture of reporting any risks before they turn into a problem.

Our staff and our candidates are highly trained in injury management. If under rare circumstances an injury in the workplace does occur, we have a complex and rigorous policy to ensure that that incident is fully investigated and that future risks are minimised. In line with legislation and to the extent that it is reasonable to do so, Duet Recruitment will provide suitable rehabilitation before a return to work consultation.

By promoting the health and wellbeing of every employee we ensure that we can prevent injuries and minimise potential risks.



IDENTIFY RISKS

We ensure that all practical steps are taken to identify, evaluate and control any potential risks to employees.



SAFETY COMPLIANCE

At Duet Recruitment, we ensure compliance with any legislative obligations, including the notification of incidents to the applicable WorkSafe authority when required.



EARLY REPORTING

We encourage all employees to report any injuries or illnesses as early as possible to ensure a safe and healthy workforce.



INJURY INVESTIGATION

In the rare case of injury, accidents or workplace incidences or close calls we will thoroughly identify cause(s) and potential prevention.



OS

RECRUITMENT PROCESS

It's our highly sought-after team that sets us apart from the rest.

At Duet Recruitment, we value quality over quantity. That's why our recruitment process is different from the rest. We don't just send you a list of everyone that has applied, we only select the very best candidates for the position. Our hiring team comes from the logistics, transport and manufacturing industries with a combined over 60 years of experience. It's this grounded knowledge and understanding of the sector that makes us different.

We deliver on our promise to ensure the right candidates are put forward to meet the needs of your workplace. It's not just about filling a role, it's about improving productivity by connecting you with the right people. At Duet Recruitment, we strive to nurture every relationship and source the ideal candidate for every role.

You can be assured that there are no call centres or unqualified consultants – we coordinate all national staffing solutions from our head office in Melbourne.

With a duty of care to our clients and candidates, we strive to nurture every relationship and source the ideal candidate for every role.



01 Search For A Role

We draw upon our pool of qualified candidates and use our expert industry knowledge to source a shortlist for the role.



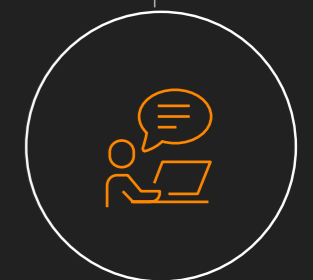
03 Candidate Selection

We don't just pick the first person that applies. Our talented team of recruitment experts ensure that not only is the person qualified, but they bring the right skill set to the role.



02 Apply Online

We have roles available with a wide variety of hours, skills and locations. Find a job that matches your skillset and submit an application online.



04 Interview Process

Our team asks the right questions to ensure that the candidates we supply always meet your expectations.

06

CANDIDATE MANAGEMENT

We all know that a business is only as good as its team.

That's why our recruitment process doesn't end when they're hired. We go above and beyond to ensure that the needs of our clients are continuously met. At Duet Recruitment our candidate management processes far exceed the industry standard to set us apart from the rest.

Our recruitment experts excel in the delivery of end to end staffing solutions, backed by valuable insights and cultivated networks. We are always checking in with our candidates and our clients to ensure that they are working in perfect harmony.



07

CANDIDATE ONBOARDING

Create a team that gets the job done right.

Our candidate onboarding process gives our employees everything they need to succeed. We pride ourselves on providing excellent staffing solutions. This means that our commitment to you doesn't just end when we find the right candidate. We ensure that your business is supported every step of the way with our expert staffing solutions.

Our onboarding process goes above and beyond the industry standard to ensure that when we provide staff, they can seamlessly work within any team or business.



RECRUITMENT

A business is only as good as its team members.

That's why we find the very best candidates and staffing solutions for your business. Our recruitment experts bring with them a wealth of industry insights, know-how and experience to bring you excellent staffing solutions. It is through these highly cultivated networks that Duet ensures that we meet the needs of our clients, every time.

At Duet Recruitment, we take our duty of care to our clients and candidates seriously. Our thorough recruitment process exceeds the industry standard and sets us apart from the rest. This means that when you work with us, you'll be getting highly personalised and expert knowledge of the Australian logistics, transport and manufacturing sector.

We can help you find the right people with a cost-effective, tailored recruiting solution that meets your needs. Keep your business moving with the right people.



09

LABOUR HIRE

There's nothing like a hard day's work.

At Duet we offer one of the most thorough recruitment processes in the industry to ensure that you get the very best staff. We know from experience that quality is what counts, which is why we ensure that we select the best candidates to match the needs of your workplace.

Our labour hiring solutions are not just about filling a role. It's about creating a team filled with the right people to ensure the highest level of productivity and keep your business running smoothly.



SEARCH

Ask us about our current opportunities. We often have positions available in areas such as transport, logistics, food manufacturing and white collar temps.



FIND

Choose a job that suits your skills, location and hours. The Duet Recruitment team can also help to match you with a role that is suitable for you.



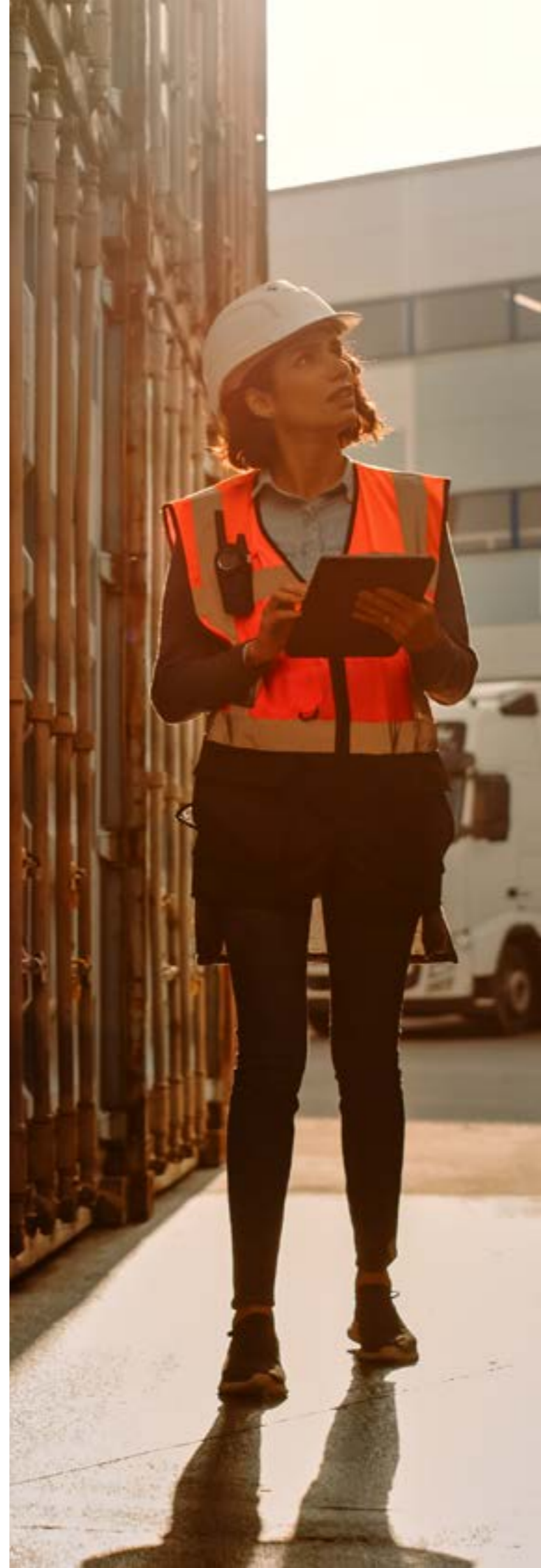
APPLY

Submit an application for your desired job that includes all necessary documents and licenses. You can do this easily online with us.



CONFIRM

A member of the Duet Recruitment team will be in touch with you to confirm your application and suitability for the role. Fingers crossed!



10

CONTAINERS

We specialise in the seamless delivery of cost-effective, safe and efficient container services.

At Duet Recruitment, we pride ourselves on meeting the needs of every client. Safety is paramount, and we back this up by ensuring we are always OHS compliant. We are constantly checking with our team and personnel to ensure we keep raising the benchmark for professionalism and efficiency within our sector.

You can have complete confidence in Duet's container unpacking and repacking solutions.