



Top Management Advisors

The Reliable Partners

Recruitment & Selection Services

Sofia, 2010

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Mission

The Reliable Partners

**To provide top quality
products and services
for the benefit of our clients
and for our own gratification
from a job well done
that brings meaning into our lives
and progress to society.**



History & Major Services

- ❖ **Established in 1990 as a management consulting organization**
- ❖ **The first Bulgarian recruitment & selection company**
- ❖ **Human resource management activities for local and multinational companies (climate surveys, 360°/180° appraisals, compensation & reward systems, HR capacity development)**
- ❖ **Training in a range of skills for both senior management and rank-and-file employees, including subjects such as people management, leadership and coaching, team building, conflict resolution, presentation skills, selling skills, time management, negotiation skills, emotional intelligence**
- ❖ **A leader in management standards consultancy (ISO 9001, ISO 14000, OHSAS 18001, ISO 27001, SA 8000, GDP, ISO 13485)**
- ❖ **Certified to ISO 9001:2000 by Lloyd's Register**



Our Key Advantages

The Reliable Partners

- ❖ **Excellent knowledge and understanding of the local labour market**
- ❖ **Long experience and extensive contacts in various sectors of the economy**
- ❖ **Respect for our clients based on realistic assessment of the market and a “no time wasting” philosophy**
- ❖ **Top quality service at competitive prices**



Standard Selection Procedure

- ❖ **Step 1: Document review and rejection of inappropriate applicants.**
- ❖ **Step 2: Drawing a short list of the most promising applicants and running a first interview**
- ❖ **Step 3: Administration of personality tests and, if applicable, competency tests or tasks**
- ❖ **Step 4: Review of results and identification of the applicants closest to the desired profile**
- ❖ **Step 5: Second/third interview and additional tasks**
- ❖ **Step 6: Developing brief reports for the best applicants**
- ❖ **Step 7: Submission of the reports and any comments to the client for his/her review and interviewing**



Personnel Selection Philosophy

- ❖ **Any gaps in knowledge and specific skills can be filled but there is no remedy for missing human features**
- ❖ **Ambition and strong personality are more important than field competencies**
- ❖ **No test can tell more than the applicant him/herself in a professional interview**
- ❖ **Experience is an advantage for most jobs but positive thinking and good communication skills are an asset in every position**



Selected List of Clients

The Reliable Partners

- ❖ *Danone*
- ❖ *Ernst & Young AFA / AFA*
- ❖ *Hellenic Petroleum*
- ❖ *INTRACOM*
- ❖ *Kempinski International Hotel*
- ❖ *Knauf*
- ❖ *Pierre Fabre Dermo-Cosmétique*
- ❖ *Radisson SAS Hotels*
- ❖ *Sheraton Sofia Hotel*
- ❖ **Tens of multinational pharmaceutical companies**



Contacts

The Reliable Partners

Recruitment agents are usually called head hunters under the assumption that a perfect solution for your staffing problems is readily available somewhere.

In today's competitive world of shortage of requisite skills, we are much more like gold hunters who sieve tons of sand to find the raw gold nuggets that will make your company rich.

If you want to join the gold rush, we are at your disposal:

Top Management Advisors Ltd.

29 Klokochnitsa St., 1202 Sofia, Bulgaria

Tel./fax: (+359 2) 931 7030, 931 7031

E-mail: hrm@tma-bulgaria.com

Web: www.tma-bulgaria.com