



# Recruitment & HR Advisory Services Australia

**Recruitment Advisory Services Australia** is a boutique recruitment and HR consultancy specialising in recruitment across a wide range of industries including construction, manufacturing, trades, transport and professional services nationally. Through the strength of our networks, relationships, and sourcing strategies, we aim to deliver exceptional value, service and results to all our partners.

**HR Advisory Services** specialises in the provision of human resource and workplace relations advice for small to medium businesses. Many of our clients do not have an internal HR department, but none the less, still require HR support from time to time.

We partner with your business to provide advice and assistance to your management team across all stages of the employment lifecycle: from recruitment, on boarding, training, performance management/ appraisal, termination of employment and everything in between.

## Our Expertise & Services

### Recruitment:

- Position descriptions
- Internet/print media job advertisements
- Shortlisting, interviewing and pre-employment candidate evaluations
- Pre-employment procedures, including reference checks, pre-employment medical procedures and police checks
- Interview & selection training
- Executive search, headhunting, talent mapping and industry research

### Human Resources and Industrial Relations:

- Contracts of employment, letters of offer & position descriptions
- HR policies & procedures
- Training programs, including induction & tailored HR/management programs
- Discrimination, harassment & bullying compliance
- Performance management and termination of employment
- Performance appraisal programs and employee engagement strategies
- HR compliance audits, HR investigations
- Redundancies



**Kylie Eadie**  
Director  
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## Kylie Eadie, Director

Kylie commenced her career in 2005 working for a human resource, industrial relations and employment law consultancy firm. Following this she joined a global construction and engineering company as the National Human Resource Advisor, where she was responsible for heading up the recruitment function for 13 offices across Australia and New Zealand and providing day-to-day human resources advice across ANZ.

In July 2011 Kylie joined Recruitment Advisory Services Australia and in 2014 took over as sole Director.

Kylie Eadie, Director, can provide expert HR & recruitment advice and assistance to managers and leaders across all stages of the employment lifecycle: from recruitment, on boarding, training, performance management, annual performance appraisals, termination of employment and everything in between.



## Qualifications

Masters of Business (Human Resource Management), Certificate IV in Training and Assessment, certified to deliver DISC Advanced Behavioural Profiling and a range of other recruitment, behavioural and HR related short courses.

## Amanda Frey, Recruitment Consultant

Amanda is an accomplished business leader and manager with a career that spans 20+ years. She was formally the CEO of Cranborne Greyhound Racing Club and for over a six years managed one of the most successful clubs in Australia.

Prior to that, Amanda ran her own bookkeeping business where she assisted a range of business owners in the property, construction, manufacturing, equestrian and racing industries. She also spent 15 years with GE Finance as a Loan and Mortgage Writer, Sub Branch Manager and was contracted to ANZ Bank and Wizard Home Loans as a Mortgage Broker.

**Qualifications:** Certified to deliver DISC Advanced Behavioural Profiling

## Expertise:

As a senior business leader, Amanda has developed strong communication, leadership and business acumen and is now our expert recruiter for all clerical, administrative, supply chain, finance / lending and accounts type roles.



**Amanda Frey**  
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