

## Recruitment

(Advertising UK/International)

We are able to help you with all of your advertising campaigns any where in the world, whether you wish to advertise in newspapers, magazines, specialist publications or internet. We offer strategic, creative and effective advertising solutions. Advertising on website.

SMART-LIBYA has worldwide coverage and can advertise your specialist Engineering, Petrochemical, Technical, Medical and educational positions online to over 250,000 unique visitors. The Net is an excellent shop window to attract candidates, the key benefits include cost, speed and global access.

Screening of CVs

SMART-LIBYA Specialist recruitment consultants offer cost effective services, we are able to screen all incoming CVs and forward to you only the suitable candidates. SMART-LIBYA offers an option to outsource all activities related to processing of received CVs, their registration, evaluation, handling feedback and other correspondence. Interview setup Use SMART-LIBYA's high level of professionalism to setup, administer and support all your interviews. Our spacious and central premises in the heart of London make it an ideal location.

New recruit admin/induction

Use our Specialist Recruitment Consultants to assist you with the administration, processing and management of your recruitment process by offering an essential early opportunity to establish clear foundations and expectations for all your new recruits.

Verify qualifications and references

SMART-LIBYA is dedicated to verifying and substantiating the histories of prospective employees. These checks are essential, we work with our clients' HR specialists to ensure that the most suitable candidates are taken on and that candidates meet all regulatory requirements to ensure that they comply with the necessary standards. Translation of documents

SMART-LIBYA's multilingual international translation links is able to provide professional translations services in any language. We are able to provide fast, accurate and certified translation and interpretation in Business, Legal, Medical and Technical requirements.

Pre-employment visa processing

SMART-LIBYA will apply, follow-up and process all your requirements for your visa on your behalf. We are able to assist with visa formalities for most countries of the world and are able to offer our customers a complete visa service for any national wishing to travel to any country.

Legalisation of Documents

SMART-LIBYA will provide a fast, reliable and efficient legalisation and notarisation service including legalisation services of all documents at the Foreign and Commonwealth office and foreign Embassies and Consulates.

Pre-employment Medicals

SMART-LIBYA offers an international medical screening service via a network of experienced Doctors and Clinics, providing a vital baseline for assessing the suitability of an individual for a given job. Medical reports are provided quickly and efficiently.

Shipment of personal effects

Through our global expert freight forwarder, SMART-LIBYA is able to provide a convenient, secure and reliable land, air and sea shipment service to worldwide destinations.

Overseas HR Liason

From the point of employment SMART-LIBYA will provide ongoing HR management and support to expatriate staff, including advice prior to departure and ongoing Human Resource management covering medical, visa & travel, accommodation, family and all emergencies.