



## Advanced International Consulting Group (AICG)

### Our Mission

To become a one-stop human capital and job search solution provider to both our prestigious clients and privileged candidates.

### Our Company Profile

**AICG Pte Ltd** is a licensed professional job recruitment agency in Singapore. Since its incorporation in Singapore in Jan 2006, **AICG Pte Ltd**, has over the years offers a wide array of prompt and effective recruitment services to its clients across different industries. The company was formally known as Advanced International Consulting Group.

Your ideal candidate may be someone not actively seeking a new opportunity and who therefore won't respond to advertisements. AICG relies on their extensive network of contacts across different industries to source and conduct relentless search for extraordinary talents and put you in contact with the ideal candidate.

Their consultants have all held senior positions from diverse commercial background in their previous employment. They are being further supported by a team of researchers to ensure an extensive coverage for their recruitment activity.

### Recruitment Solutions

AICG Pte Ltd is privileged to serve a reputable and growing clientele on the following human capital solutions:

- Executive Search / Permanent Placement
- Temporary / Contract Placement
- HR and Outsourcing Services
- Career Profiling Tools / Psychometric Tests
- Foreign Worker Labor Supply
- Application for Social Visit Pass / Business Pass / Permanent Resident / Student Pass / Long Term Visit Pass / Work Permit / Skilled Worker Pass / Employment Pass / Entrepreneur Pass

## A Proven Approach

AICG Pte Ltd adopts a systematic approach to all their job assignments based on the following methodologies:

- Database Selection
- Advertised Recruitment / Joint Advertised Search
- Network Search

<p><b>Executive Search</b></p> <ul style="list-style-type: none"> <li>• Retainer / Semi-retainer basis</li> <li>• Comprehensive search &amp; poaching</li> <li>• Thorough screening, interviewing and reference check</li> <li>• Recruitment of talented &amp; outstanding individuals</li> <li>• Experienced in recruiting passive candidates</li> </ul>	<p><b>Permanent Placement</b></p> <ul style="list-style-type: none"> <li>• Database search &amp; selection</li> <li>• Advertised / network recruitment</li> <li>• One-time placement fee</li> <li>• Thorough screening and interviewing</li> <li>• Administer Letter of Appointment</li> <li>• Psychometric profiling and conduct of reference checks on candidates upon request</li> </ul>
<p><b>Temporary / Contract Placement</b></p> <ul style="list-style-type: none"> <li>• Sourcing of immediate candidates for specific period of employment</li> <li>• Payroll &amp; benefits administration</li> <li>• Statutory contributions</li> <li>• Foreign workers documentation</li> <li>• Insurance &amp; Workmen's Compensation</li> </ul>	<p><b>International Recruitment</b></p> <ul style="list-style-type: none"> <li>• Worldwide affiliation</li> <li>• Preliminary sourcing of candidates</li> <li>• Terms &amp; conditions of employment briefing</li> <li>• Work permit or employment pass documentation</li> <li>• Labournet application service</li> </ul>
<p><b>HR &amp; Outsourcing Services</b></p> <ul style="list-style-type: none"> <li>• Payroll &amp; benefits administration</li> <li>• Employment documentation</li> <li>• Personnel record keeping</li> <li>• On-site / Off-site personnel support</li> <li>• Orientation &amp; exit interview</li> <li>• Allow organizations to focus on strategic functions</li> <li>• Cost savings</li> </ul>	<p><b>Career Profiling Tools / Psychometric Tests</b></p> <ul style="list-style-type: none"> <li>• DISC Profiler</li> <li>• Harrison Assessment</li> </ul>

## Database Selection

AICG Pte Ltd has over the years built up a huge database of candidates across different industries through constant media exposure and referrals by candidates and clients.

With the proliferation of online resumes, the company has developed its own in-house state-of-art recruitment management software known as the **Advanced Database Management System (ADMS)**. The system is capable of creating job advertisements online, managing job applications and matching the right job to the right candidate.

## Advertised Recruitment / Joint Advertised Search

This approach of recruitment is suitable for clients who want to reach out to a wide pool of candidates. AICG Pte Ltd selects the best media to place job advertisements so as to achieve the most desirable result. Their consultants would then sift out the most suitable candidates through a detailed screening, interviewing and selection process.

Alternatively, client may choose to place their job advertisements through the company, making AICG the securing body. ADMS would then forward the application to the respective client upon receipt of the candidates' resumes. This cost-saving approach allows our clients to reduce their advertising expenses by at least 50% and they no longer need to purchase job advertisements in bulk.

## Network Search

Capitalizing on its extensive network of contacts established across different industries over the years is essential, as many of the outstanding candidates would not response to job advertisements. Their consultants are experienced in presenting job opportunities to passive candidates deemed appropriate for your business.

## Payroll Outsourcing Service

As the Human Resource function shifts from an administrative to a strategic one, it has become increasingly more difficult for companies to keep up with the changes as the scope of payroll expands. Instead of focusing on the core activities of the business, more and more time is spent on payroll processing.

AICG ensures the accuracy of the payroll process and eliminates the possible risk of exposure of confidential information to unauthorized personnel, and provides a fast and easy way of managing payroll.

AICG offers the following services:

- Timesheet processing and computations
- Submission of CPF statements
- Direct bank payment for employees' salary
- Filing of IR8A or IR21
- Preparation of monthly payroll reports
- Print and distribute payslips
- Record keeping and updating of employees' data

## Foreign Worker Labor Supply

In view of the growing demand in quality foreign workers over the years, AICG Pte Ltd has formed a strategic partnership with one of the vendors with more than 20 years of establishments and good track record in Singapore.

With a combined experience of more than 20 years in foreign worker labor supply and a strong network of recruitment partners within South East Asia countries, AICG has fulfilled many of their clients' hiring needs across the following sector:

- Construction Sector
- Services Sector
- Manufacturing Sector
- Marine Sector

## Foreign Workers Labor Supply - Partners

Our recruitment partners span across the following countries: Australia, Bangladesh, Cambodia, China, India, Macau, Malaysia, Myanmar, Nepal, Pakistan, Philippines, South Korea, UAE and Vietnam.

### Our Satisfied Clients

#### F & B Sector

147 Seafood Steamboat  
64+4 Pte Ltd  
925 Yishun Seafood Steamboat  
Chun Tat Kee Food Holding Pte Ltd  
Gao Tong Holdings Pte Ltd  
Heng Kee House of Steam Fish  
Hock Hoe Heng Restaurant  
J429 Coffee Station  
Jessie Catering  
Jin Fu Seafood Restaurant  
Jindu Food Centre Ltd  
Kimpo Food Holding  
MK 19 F&B Pte Ltd  
Orient Success C/H Karaoke Lounge  
Shi Mei Restaurant  
Sin Ong Commission Agency  
Teck Ee Food Manufacturer  
Teck Gee Food Holding  
Tian Wai Tian F/Head Steamboat  
TNL Eating House  
Y110 Coffee Station

#### Construction Sector

Ansin Builders & Contracts Pte Ltd  
Arie-Mech Engineering Pte Ltd  
Chian Jin Building Contractor Pte Ltd  
Chip Yew Construction Pte Ltd  
Chuan Joo Pte Ltd  
Gentec Engineering Services  
Gorica Asia Pte Ltd  
Hong Hup Building Contractor  
Huason Construction Pte Ltd  
Omni Metal Pte Ltd  
Red River Construction Engrg Pte Ltd  
Sang Tat Engineering Construction Pte Ltd

### Construction Sector

Soon Kiat Construction  
Swee Builders Pte Ltd  
Tan Poo Seng Engineering  
Technilink Contractor Pte Ltd  
Tong Hong Lee Engineering  
Tong Seng Huat Engineering  
Urbantech Electrical Engineering Pte Ltd  
WEC Engineer and Contractor Pte Ltd  
Yee Construction and Renovation  
Zinc Design Pte Ltd

### Service Sector

121 Personnel Services  
Ah Hung Co  
Bioskin Holdings Pte Ltd  
Dynamic Pest Control Pte Ltd  
EMI Music Singapore Pte Ltd  
Furndek Pte Ltd  
Furnicon Pte Ltd  
Golden Dragon Stationery Printer Co  
Hoyu Singapore Pte Ltd  
Killem Pest Control  
Kim Seah Departmental Store  
LD Waxon Singapore Pte Ltd (Ginvera & Bio Essence)  
Luxasia Pte Ltd  
Mediacorp Pte Ltd  
Novena Furnishing Ctr Pte Ltd  
Nu Skin Enterprises Singapore Pte Ltd  
OSIM International Ltd  
Pest Managers Pte Ltd  
RJ Crocker Consultants Pte Ltd  
Retail Management Partners  
RSH Singapore Pte Ltd (Royal Sporting House)  
Seng They Cleaning Services  
Siong Huat Hup Kee Enterprise  
Sita P/Control & F/Ser Pte Ltd  
SKC Maintenance & Services  
T Junction  
Thye Hin Tong  
TNT Cards and Silkscreen Pte Ltd  
Tropical Furniture Pte Ltd  
TT International Tradepark Pte Ltd  
Valentino Singapore Pte Ltd  
Yesiken Pte Ltd

### **Job-SearchOnline.com (Best Recruitment Website – 2006)**



Job-SearchOnline.com, an online job search engine developed and managed by AICG Pte Ltd, was among the 80 finalists vying for the inaugural HR Vendors of The Year 2006 Award. It has been voted by Human Resource professionals and emerged as one of the winners for the Recruitment Website of The Year 2006 award by HR Magazine. The award-winning job search engine was launched on 11<sup>th</sup> July 2006 and it has attracted thousands of unique visitors daily since.

Job-SearchOnline.com maintains the largest Singapore jobs bank with more than 30,000 jobs in Singapore listed every month. 80% of its visitors come from Singapore and it allows job seekers to search for jobs without visiting multiple job sites and subscribing to multiple job alerts. Job-SearchOnline.com also drives huge traffic and increase awareness of job listings by directing its online visitors to the job sites after viewing its job preview.

### **SingaporeJobsMarket.com (Singapore Jobs Market Forum)**



SingaporeJobsMarket.com is a bulletin jobs board developed and managed by AICG Pte Ltd. The job forum provides the most comprehensive job categories and it allows employers to post job advertisements for free, perform resume search and receive online job applications.

Singapore Jobs Market also provides a blacklist tool widely used by HR professionals and headhunters as part of their efforts to conduct a quick background check on their applicants before making a hiring decision.

The fastest growing job forum was launched on 18 October 2007 with thousands of registered members till date.

---

The End