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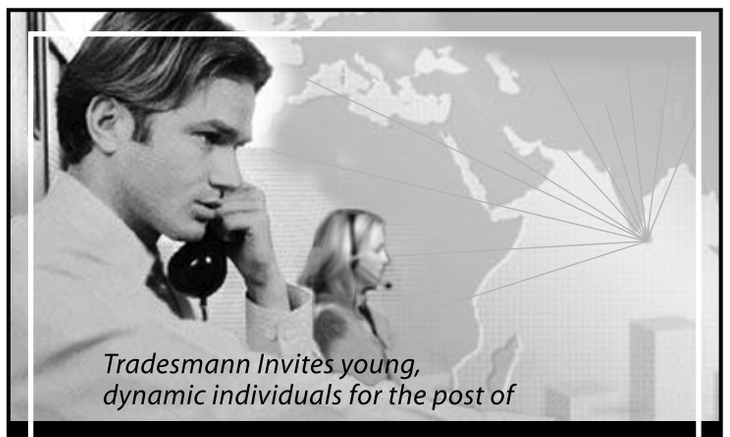

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Experience Minimum of 5 years working experience.

Candidate must be over 35 years of age and must have served in a similar capacity with Engineering and Accounting back ground. Previous working experience in Quarry plants will be an added advantage.

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An Attractive remuneration package awaits the right candidate.

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ASCOT HOLDINGS PLC
30/51A, Longdon Place,
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The Importance of outplacement services

Trimming a workforce is difficult. Both managers and employees are bound to experience emotional turbulence as they prepare to go their separate ways. To make this painful process easier, your company may want to look into hiring an outplacement service. Providing this thoughtful benefit to terminated employees can help them transition into the next phase of their careers.

What should you look for?

A good outplacement service will visit your company and provide on-site workshops and individual consultations. It should also provide specific functions to participants for an extended length of time, to include:

- Customized assessments
- Job search planning
- Professional help with resumes and cover
- letters
- Coaching on particular professional topics of interest
- Administrative support
- Help with research materials
- Financial consulting
- Entrepreneurial consulting
- Videotaping and mock interviews
- Information on online services, recruiting firms, and job fairs

Helping terminated employees get the most from outplacement

The outplacement process does not produce automatic results. Employees will get out of it what they put into it. For some workers, outplacement is a futile exercise that only prolongs their transition from one employer to another. However, many individuals benefit from outplacement as a means to redefine career goals and find other employment.

Encouraging a positive relationship between employees and the outplacement service

Advise employees to trust the process. Outplacement might be a completely new experience for them and it can help them find the work they really want.

Encourage them to participate in the process. Employees shouldn't expect an outplacement consultant to do all the work; it's up to them to find the right job.

Help them articulate their thoughts, feelings, and ideas to their outplacement counselor. Employees need to be assertive so the counselor will understand how best to help them.

Ask them to network with other employees using the outplacement service. Encourage them to form a community.

Remind them to make and keep appointments with their counselor and any job contacts that they find.

Suggest that they map out what they want to accomplish with their counselor, and bring a list of specific questions to each meeting.

Recommend that they set a rigorous schedule for themselves and follow it. It's important for job seekers to keep a full calendar.

Most importantly, remind them to take action. They shouldn't wait for others to take the first step.

Companies can assist the process by working in tandem with the outplacement service. Install a company bulletin board with advertisements for job openings at other companies. Designate some office space for terminated employees, giving them free use of personal computers, Internet connections, telephones, fax machines, and photocopiers. A bit of goodwill can go a long way as employees look for new opportunities at other places of employment.

As you can tell, a lot of planning is required before a parting of the ways can be done correctly. An outplacement service can be an important part of the process.

Trinet.com

Fashion at work

Two-thirds of women say designer brand names are not important at work, according to a Fashion at Work survey by WomensWallStreet.com. But that doesn't stop women from buying them. 60% of women surveyed said that they had bought a designer piece - with 95% saying they would buy marked-down duds if they could get their hands on them.

Coach is the most coveted brand in the workplace, taking 40% of respondents' votes, with Ralph Lauren's 26% close behind. What do women buy? Given a choice of buying just one designer piece (votes rounded up):

- 40% of surveyed women said they would buy a suit
- 22% would cash out for a quality handbag
- Shoes were voted for by 9%
- Casual wear attracted 12%
- Out-on-the-town wear took 8%
- With the remainder selecting outerwear

There's no doubt women love fashion," said WomensWallStreet.com editor-in-chief Pam Little. "But we want quality clothes that flatter our figures without breaking the bank."

Most women surveyed keep their clothing expenditures under control with 59% respondents spending $100 or less on clothing per month. But 29% admit to spending $101 to $300.

"When you think about it, it's really not that much," says Little. "With an average designer piece running $300, women today are either not buying much, or they're shopping smart. And my guess is the latter."

What's hot this season? And what are the rules for summer dressing at the workplace? Kirston Mann, Hollywood stylist to the stars and writer of Fashion Cents(TM), a new WomensWallStreet column that covers all things fashion-minded, gives five tips:

- Sandals are hot. But flip-flops are a definite workplace no-no. "Could you take someone seriously if their shoes make "flipping" noises around the office? I don't think so," says Mann.
- 2. This summer's must-have is a print skirt or top. "Try bright, lively colors that make a splash," says Mann. "Don't be afraid to add some yellows, reds and bright pinks to your look. And this year's freshest look for skirts is full. As in 'broomstick' and hippie-style."
- 3. Think beyond eBay. Says Mann, "There are tons of great sites where you can score designer pieces at discount. Try www.laredoute.com, www.youx.com or ItalysOutlet at www.efashionhouse.com. You'll get some fabulous mark-downs."
- 4. T-shirts are a go for summer - dress them up with necklaces like Native American turquoise or trade beads. "Add a summer skirt and sandals and you have a fun, classy workplace look," says Mann.
- 5. Summer's hottest trend? Metallic shoes and handbags. Golds, silvers and coppers are everywhere this season, from Manolo Blahnik to Old Navy. Says Mann, "But remember, it's a trend - it won't last. If you want to add metallic to your look, avoid the pricey stuff and look for a deal."

"When you think about it, it's really not that much," says Little. "With an average designer piece running $300, women today are either not buying much, or they're shopping smart. And my guess is the latter."