



# get the right formula...

ChemSkill is a Specialist Consultancy consisting of three Divisions: **Recruitment, Consulting and Training**. The Company has been servicing the Scientific Industry since 1988. During this time, ChemSkill has developed a reputation for delivering a quality service, whilst meeting the needs of local, national and international clients.

All Consultants are tertiary qualified with industrial experience ranging from three to over twenty years. This is a crucial factor in being able to facilitate a quick and appropriate response to all requests.

The Company's repeat business is consistently higher than 90%. In fact, most clients, overseas and local, have been with ChemSkill for many years. Staff and management alike treat all clients with respect and offer the best possible service by individually catering for their needs. The size of the project or assignment does not dictate the quality of service provided.

## TRAINING DIVISION

ChemSkill's Training Division offers unique technical courses for Laboratory and Technical personnel either at our training centres or at your premises. Our experienced trainers can tailor and target the courses to meet your specific needs.

ChemSkill can also offer some of the courses on-line with customised appraisal systems to ensure that your staff have achieved certain levels of understanding. We currently offer courses in:

- Technical/Scientific Report Writing
- Working in a Laboratory
- Striving for Quality
- Basic Laboratory Training
- Safety in the Laboratory
- Good Laboratory Practice

### Regulatory Affairs and Quality Assurance Training

ChemSkill can assist your company with training in the following areas:

- Introduction to TGA
- GMP and PIC/S
- Quality Assurance
- Quality Control and Sampling
- Packaging and Labelling

We can provide training at all levels and our presentations can be customised to address your specific requirements. Please contact our Consultants for more information.

# WELCOME

## RECRUITMENT DIVISION

ChemSkill offers a comprehensive Recruitment Service to meet your scientific and technical workforce requirements. This includes permanent, contract, casual and part-time placements, at all levels of experience and technical expertise. ChemSkill's recruitment arms **CS Biotech, CS Engineering and CS Executive** complement the Recruitment Division by providing industry with specialist services.

At ChemSkill we pride ourselves on developing close working relationships with all our clients and candidates with the aim of achieving mutually satisfying outcomes for both parties. When a recruitment assignment commences, our initial consultation with the client assists us in ascertaining the key job criteria, to ensure appropriate candidates are targeted. To obtain a short-list of suitable applicants, our Consultants utilise ChemSkill's Candidate Screening Program (CSP) for assessing the person's skills, capabilities, and personal qualities against the position requirements.

ChemSkill's Recruitment Division also offers Outplacement Services to assist individuals with career change. Our clients are offered outplacement packages or the option of a customised service to meet individual needs. Our Consultants have experience in career transition at all levels and hence are able to assist professional and technical staff in an efficient and non-intrusive manner.

Ultimately, ChemSkill's Recruitment Division aims at providing a service that offers value, quality candidates and satisfaction to our clients. For more information please visit our website or contact our Consultants.

## CONSULTING DIVISION

**Regulatory Affairs:** ChemSkill's Consulting Division specialises in the provision of Regulatory Affairs services in the areas of therapeutics, foods, cosmetics, veterinary and agricultural products as well as industrial chemicals. We advise, assess and prepare applications/submissions for clients to meet the criteria of the corresponding government agencies. These agencies include TGA, FSANZ, APVMA, NICNAS and AQIS.

ChemSkill's Consultants are experienced in the development of successful regulatory strategies for organisations wanting to market their products in Australia or to export overseas. Our Consultants are professional, experienced and have developed excellent working relationships with all government bodies. Our Consulting Division services clients from Australia and overseas. Some of the countries we have ongoing dealings with are China, USA, England, Ireland, South Africa, Malaysia, Taiwan, Sweden, Canada, Singapore and India. All projects are complemented by the availability of an in-house IT Specialist, who facilitates fast and secure communication between ChemSkill and all our clients, local or overseas.

**Occupational Health & Safety:** ChemSkill specialises in preparing Material Safety Data Sheets (MSDSs) for complex chemical materials and preparing labels for Drugs and Poisons. Our Consultants can also assist your Company in becoming compliant with Australian Standards in the areas of Dangerous Goods and Hazardous Substances.

**Quality Systems and Facility Enhancement:** ChemSkill can assist your Company in the commissioning of new laboratories and the development and implementation of quality systems such as GMP, NATA and ISO 9002. Our Consultants can perform facility audits and assessments for compliance to NATA and GMP.

**Customised Consultancy:** If your Company's needs and requirements do not fall into one of the above categories, ask our Consultants for our Customised Consultancy Service. ChemSkill's Consultants have developed expertise in many different fields and can assist you in meeting your special needs.