



SPECIALISTS IN  
SAGE AND PAYROLL

**Human Resource Solutions**



**Committed to providing a high standard of professional service in everything that we do.**

***The outsourced solution to your HR requirements.***

MRBM offers clients hassle-free HR management, employee relations, training and professional support.

Our team have experience with large and small businesses across a variety of specialised industries, both locally and internationally.

Services include policies and procedures, change management, labour relations, HR administration, performance management, the implementation of digitised procedures, and more.

We also offer a comprehensive audit on your current HR practices.

Get in touch with one of our HR specialists to see how we can help you.

## YOUR HR SPECIALIST

**Bradley has experience at director level, both locally and internationally.**



**BRADLEY WHITE**

### Industries include:

- Pharmaceutical
- FMCG
- Pulp and Paper

### Specialist areas:

- Employee Relations
- Training
- HR Management





# HR SERVICES

## END-TO-END EMPLOYEE LIFE CYCLE

- Job/competency profiling
- Recruitment and selection
- Employee onboarding
- HR policies and procedures
- Employee training and development
- Employee discipline
- Change management

## SPECIALIST SERVICES

- Specialist training services  
*(needs analysis, material development)*
- Labour relations consulting
- CCMA representation
- HRIS

## RETAINER SERVICES

- HR Administration outsourcing

## HR AUDIT

**Comprehensive audit of Human Resources function, including:**

- Policies and Procedures
- Talent Sourcing and Management
- Learning and Development
- Employment Relations
- Employee Wellness
- Risk Management
- Employee Performance

## THIRD PARTY SERVICES

- Psychometric assessments *(by a registered Industrial Psychologist)*
- Executive headhunting
- Coaching and mentoring
- BBBEE scorecard optimisation

## OPUS MEDIA

**The paperless way to track, collect, sign off and analyse documents in your workplace by digitising:**

- Policies, procedures, forms and checklists
- Employment contracts with electronic sign off by parties  
*(can be illustrated and captured in pictures)*



## TRAINING SERVICES

### NON-ACCREDITED TRAINING

- Investigating a Disciplinary Incident, Preparing and Leading Evidence at a Disciplinary Enquiry (2 days)
- Chairing Disciplinary Enquiries (2 days)
- Misconduct and Discipline (1 day)
- Managing Poor Performance and Incapacity (1 day)

### ACCREDITED TRAINING

***We offer a large number of programmes, including:***

- Competency Based Interview Skills
- Supervisory Skills for Team Leaders
- Project Management Fundamentals
- Negotiating for Results
- Problem Solving and Decision Making

*This is done in collaboration with a third party accredited training provider.*

**MRBM is the  
outsourced  
solution to your  
HR requirements.  
We have offices in  
Durban, the KZN  
Midlands and  
Cape Town.**



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**CONTACT US FOR A QUOTE:  
INFO@MRBM.CO.ZA  
031 818 9030 or 087 551 1227**