



Welcome to the first ever edition of the Monroe Times, our new monthly newsletter and jobs round-up. As you can see Monroe Consulting has a fresh look and feel, one that hopefully portrays the exciting developments within the group. The first thing that many of the more observant will notice is the change of our main logo. While we did not want to go too far away from our original logo we felt that it did need a little modernizing.

We have also designed new logos for our specialist divisions. Our aspiration is for our specialist divisions to be recognised as an integral part of the industries we support. Hopefully the new designs will help us communicate this to the market.

The first quarter results from the group indicate a very hot recruitment market in South East Asia. While it is early days in the recovery nobody can deny we are currently experiencing an upswing in the local recruitment market. As a group, Monroe experienced a 90% growth in net sales revenue compared to the same period of last year. Indonesia seems to be the hottest recruitment market in the region with 115% increase in net sales revenue but this is closely followed by Thailand with an 85% increase.

Recruitment company results are always a good barometer of general economic conditions. The conclusion to be drawn is that South East Asia is attracting much global interest and will be bounce back at a far faster pace than expected.

WHAT'S IN THIS NEWSLETTER?

Each month we will be sending you a list of available jobs as well as some handy hints to get you that perfect position. This month we are concentrating on CV's and the problems that come when you haven't paid enough time or attention to this vital piece of job hunting equipment.

We have also enclosed a list of jobs that we are currently recruiting for. Please remember that a great deal of our positions are confidential and cannot be advertised so even if you do not see something here then still feel free to send us your updated details and we will check for suitable roles for you now and in the future.

JOHN TOLMIE

Country Manager – Thailand
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Despite recent troubles in Bangkok, our Technology & I.T. Division has seen a lot of activity from very established companies in the Thailand market place. These companies have been seeing some significant gains in business and this has been reflected in an increase in hiring both for permanent and for contractor roles. Clearly the local market is in the spotlight at the moment and companies like what they see. With the cost of resources rising in more developed countries, companies are forced to look for lower costs, making Thailand with it's strong domestic market a highly attractive prospect. While many of the established Technology companies are increasing their business we are also seeing new companies entering Thailand and bringing with them new concepts, new innovations and a new demand on talented professionals.

Hot Jobs

Job Title	Location	Salary	Industry
I.T. General Manager	Bangkok	150 -170,000	Logistics
IT Sales Managers X 4	Bangkok	200,000 OTE	IT Consultancy
SAP Project Managers X 5	Bangkok	140 – 170,000	IT Consultancy
SAP Project Director	Bangkok	300,000 ++	IT Consultancy
SAP Consultants (All modules)	Bangkok	80-140,000	IT Consultancy
Senior IT Infrastructure	Bangkok	80 – 170,000	IT Consultancy
QA Group Leader (PL/SQL)	Bangkok	70 -90,000	IT Consultancy
Systems Support Team Leader	Bangkok	70-90,000	IT Consultancy
Solaris Implementation/Support	Bangkok	60-80,000	IT Consultancy
Oracle DBA	Bangkok	50 -80,000	IT Consultancy
Software Engineer (C#, Java)	Bangkok	60,000	IT Consultancy
Support Consultant (J2EE, Networking)	Bangkok	50 – 70,000	IT Consultancy
Support Consultant (Dotnet, MSSQL)	Bangkok	50 – 70,000	IT Consultancy
Project Manager	Bangkok	80 – 100,000	IT Consultancy
Release Management Leader	Bangkok	75 – 85,000	IT Consultancy
Management Systems Leader	Bangkok	70 – 80,000	IT Consultancy
Implementation Engineer	Bangkok	60 – 90,000	IT Consultancy
Snr. ERP Consultant	Bangkok	90 – 130,000	IT Consultancy
Risk Business Consultant	Bangkok	140,000	IT Consultancy



For further information go to www.monroeconsulting.com or email: Apiruka@monroeconsulting.com. Please also feel free to pass this to anyone you know who might be interested in these opportunities.

Industry News

Monroe Consulting Group's specialized Consumer Goods team thrives on the partnerships they have created with some of the world's most recognized and respected brand names in the consumer goods manufacturing distribution and market research sectors. Well entrenched in the Consumer Goods industry, our high-profile Consultants have the experience, intimate industry knowledge and networks needed to locate and recruit hard-to-find talent for key positions crucial to the operations of our many satisfied clients.

Hot Jobs

Job Title	Location	Salary	Industry
Business Manager	Bangkok	To 75,000	Market Research
Purchasing Manager	Bangkok	100-150,000	Pharmaceutical
Qualitative Business Manager	Bangkok	65-75,000	Market Research
Partner Account Manager	Bangkok	100k + Comm.	Software Sales
Solution Sales	Bangkok	100k + Comm.	Software Sales
Cloud Development Mgr	Bangkok	100k + Comm.	Software Sales
Sales Executive Supervisor	Bangkok	100k + Comm.	Software Sales
Finance Manager	Bangkok	Negotiable	Food & Beverage
Country Head of Finance	Bangkok	Negotiable	FMCG
National Key Account Manager	Bangkok	Negotiable	FMCG
Finance Director	Bangkok	Negotiable	Logistics
Head of HR	Bangkok	Negotiable	FMCG
GM Sales & Marketing	Bangkok	Negotiable	FMCG
Marketing Manager	Bangkok	Negotiable	FMCG
Head of Marketing	Bangkok	Negotiable	Pharma



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Industry News

Monroe Consulting Group's Banking & Finance team is established as the market leaders in meeting the complex needs of South East Asians leading banks, finance and insurance companies. With competition for candidates who excel in their respective fields, Monroe's entrenched team are the go-to-guys for the recruitment of talent for both local and multinational companies.

We understand our clients, their demands and their expectations in filling the most senior positions. Striving to provide premium services to our clients through our timely and cost effective placement mechanisms, Monroe Consulting Group's Banking & Finance team implements its tailored, vertical market approach that best utilizes its market knowledge and extensive network capability to ensure perfect Client fit.

Hot Jobs

Job Title	Location	Salary	Industry
Head of Actuary	Bangkok	200,000	General Insurance
Head of Telesales	Bangkok	100,000	General Insurance
SVP Investment Banking	Bangkok	100 -150,000	Investment Bank
Treasury Manager	Bangkok	100 -150,000	Investment Bank
HR Manager	Bangkok	70 – 100,000	Finance
Risk Manager	Bangkok	To 120,000	Insurance
Head of E-channel Technology	Bangkok	Negotiable	Banking
Finance Segment Controller	Bangkok	180,000	Banking
Head of Tax	Bangkok	Negotiable	Banking
Deputy CFO	Bangkok	Negotiable	Banking
Head of Telemarketing	Bangkok	Negotiable	Insurance
Head of Risk	Bangkok	Negotiable	Banking
Head of Decision Support	Bangkok	Negotiable	Banking
Head of Marketing	Bangkok	Negotiable	General Insurance
Head of Sales	Bangkok	Negotiable	Finance



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Industry News

Monroe Consulting Group's Industrial team has quickly established themselves in this highly competitive industry, ensuring multiple fingers monitor the pulse of this dynamic sector. With at times fierce competition for quality candidates both locally and internationally, Monroe has already proven itself as the company needed by Clients seeking the very best Candidates in the Southeast Asian markets.

Hot Jobs

Job Title	Location	Salary	Industry
Territory Sales Manager	Rayong	To 100k + Comm.	Manufacturing
Account Manager - Oil & Gas	Rayong	To 100k + Comm.	Manufacturing
Account Manager - Industrial	Rayong	To 100k + Comm.	Manufacturing
GM - Factory	Bangkok	300 -400,000	Manufacturing
Telecom Sales Director	Bangkok	Negotiable	Manufacturing
Manu Engineering Director	Prachinburi	To 150,000	Manufacturing
Manu Engineering Manager	Prachinburi	120,000	Manufacturing
Capacity Planning Manager	Prachinburi	To 150,000	Manufacturing
HR Comps & Benefit Mgr	Prachinburi	To 150,000	Manufacturing
Learning & Development Mgr	Rayong	To 85,000	Manufacturing
Snr HR Mgr	Rayong	100,000	Manufacturing
Sales Manager (Pumps)	Bangkok	120-150,000	Manufacturing
Purchasing Manager	Bangkok	100-150,000	Pharmaceuticals



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HOW TO WRITE A GOOD CV



A well-presented CV is vital in your search for a new job. It will not get you the job (your talents and abilities will hopefully do that), but a good CV can make the difference between getting an interview or your application being thrown in the bin. With your CV being one of many, employers will only read it for a short space of time, so it is extremely important that it is structured clearly, with your best selling points presented in a logical manner and the most relevant information readily identifiable.

Everybody writes and presents their CV as they like, there is no right or wrong way. However, with these words of advice we will help you produce a clear and concise CV that will increase your chances of being invited for an interview. (We have enclosed an example of a well set out cv at the end of this information. Please feel free to copy this.)

Good CV's are logical, clear, concise and simple with sentences including short, to the point key words and statements. It is best to leave out words, such as, 'and' and 'I' as much as you can and make each sentence as meaningful as possible. An effective CV needs to focus the readers' attention on the criteria that they are looking for, highlighting important information that can be accessed and interpreted easily. Try to match yourself with the criteria they are looking for.

You may also be asked to justify and elaborate certain statements that you have made in your CV if you are invited to an interview, so you should be honest and accurate all the way through. Be careful not to over-exaggerate, however, always remain positive! Accurate spelling, punctuation and grammar are vital, as well as the overall layout and format of the CV.



Structure & Presentation

First impressions are very important! Each section needs to be headed clearly so that it is well presented, orderly and pleasing to look at, to avoid any discouragement to read on. Your skills, experience and achievements must flow in a logical manner detailing all key points. Any dates should be included where applicable and placed in **reverse** chronological order i.e. latest job first, working backwards to your first job. **TWO OR THREE** pages is the standard length of a good CV. **DO NOT** let your CV run any longer than an absolute maximum of 4 pages. CV's over 4 pages are almost always viewed as wasteful and instantly discarded.

Once a layout and structure is decided on, you should stick to it using consistent headings and sub-headings as well as a **STANDARD FONT SIZE AND TYPE**. In general, Verdana or Arial (or a modern type face) and size 9/10 is the norm but the use of bold or different size fonts can highlight important information and point the reader to the relevant areas! All text should be fully justified so the paragraphs look neat and tidy and there should be a balance between text and space. Bullet points are useful to break up text; black lines can be used to emphasize headings.

Personal Details Need To Include

Name, Date of Birth, Your Address, Home telephone, Mobile telephone, Email address, Nationality. Married or single (you do not need weight, height, religion, inside leg measurement etc)

Education And Qualifications:

With the date of when you took them on the left hand side, list the schools/universities you attended, the full title of your degree and any significant exam results.

Professional Qualifications & Courses

This should include any RECENT & RELEVANT courses or qualifications you have taken. Do not list anything that is not relevant to the job you are applying for, or something that is very out of date.

Work Experience

On the left hand side put the dates that you were at a particular company. This should include the month you started/finished. Then list the company you worked for and the job title you had UNDERNEATH the company name. You should then write a brief description of that the company does (do not assume that people are aware of the company you are working for) and include a link to their website. Underneath this you should then present your job duties in 'bullet' form, that is, in a clear, logical sentence, one after another for example:

- *Formulate and ensure HR policy and system is implemented in line with corporate policies and market practices and compliance with local municipal and state labour regulations. Keep track with changes in our corporate policies, market practice and labour regulations. Advise the management of the changes and revise the HR policy when necessary.*
- *Work on organizational and manpower development plan to support a high growth and dynamic business.*
- *Responsible for recruiting high calibre candidates to support the business's staffing plan and growth agenda.*

It is important that what you say is relevant and detailed in short, bullet-pointed statements. Make clear what your individual contribution was using positive language and include your responsibilities and achievements. Back everything up with quantifiable facts, such as size of budgets and results achieved, to make your skills tangible.

Achievements

Under each job you should then list your achievements. Think carefully about which examples you include in this section, as employers may deduce a lot from your choice about your motivations and what you regard as important.

Extra-Curricular Activities

This section on hobbies and interests should be kept short and include information, such as, membership of and positions of responsibility in sports teams, drama societies etc. Any information should have a purpose, showing skills relevant to the role you are applying for and saying something of interest about you.

References

Unless requested, references need not be given at the initial application stage and a simple "references available on request" should suffice. Employers will ask for references if and when they need them.

AN EXAMPLE OF A WELL SET OUT AND LOGICAL CV

NAME: A N Candidate
DATE OF BIRTH: 22 October 1970
ADDRESS: K Tower, 209 Sukhumvit 21 Road, Wattana, Bangkok, 10110
HOME TELEPHONE: 00 66 2 664 4014
MOBILE TELEPHONE: 00 66 8 2 810010
EMAIL ADDRESS: ancandidate@hotmail.co.th
NATIONALITY: Thai

Education

1985 – 1989 BA (Political Science), Ramkhamhaeng University, Bangkok

Special training

- Personnel Management
- Advance Recruiting
- Occupational Safety officer
- Labour Relations advisor
- Safety Officer for Executive
- ISO 9000 Internal quality audit
- KT (Problem solving and Decision making)
- Communication skills for Thai Professionals

Computer literacy

- Microsoft Word, Excel, Power point.
- Lotus note, E-mail, Internet

Work Experience

October 2000 – Present :

XYZ COMPANY Ltd.

Established in 1920, this company is a world leader in manufacturing services, employing some 5,000 people in 40 countries around the world. (www.XYZ.com)

Employee Relations Manager

- Provide consultation and recommendation regarding work rules and regulations in line with company policy, standard and legal requirement to all level including manager, supervisor, non-exempt and daily operators
- Keep track and update information regarding labour movement, labour situation both internal and external.
- Cooperate with Welfare Committee to get employees' idea and suggestion for appropriate welfare arrangement.
- Contact and coordinate with related government office and other organizations regarding Factory operation permit, Work permit for over 80 expatriates.
- Collect and summarize employee complaints and grievances prepare to discuss with HR Director and other HR Section Manager to find out the solutions.
- Organize and administering of employee relations activities, recreation activities to promote good harmony among employees.

ACHIEVEMENTS

- Provide and control company welfare such as transportation, uniforms, lockers, canteen, nursing and medical equipment, and refreshment supply to employees.
- Responsible for employee service regarding Social Security, Group life and medical benefit.
- Responsible for company communication, policy information as well as conducting annual employee satisfaction survey.
- Conduct and participate in exit interview of employees in level manager, supervisor, and non-exempt and daily wage operator.



February 1996 – October 2000

ABC COMPANY LTD.

This company is one of the top 10 manufacturers in the world of its product and employs 4,000 people. (www.abc.com)

Human Resources Manager

- Recruitment responsible for recruiting every level in the company.
- Training Initiate and coordinate for annual training plan and training budget preparation.
- Coordinate to define training needs for new staff and when process or procedure is changed.
- Coordinate to define the trainer both internal and external training Performance Management implementing objectives setting and two way appraisal and system Career Management: Initiate provisional management of HR with all managers to identify high potential and prepare their future.

ACHIEVEMENTS

- Safety; Company best result 110 days without any lost time accident

August 1992 – January 1996

1245 COMPANY Ltd.,

A furniture manufacturer employing 3000

Personnel and Admin Assistant Manager

- Recruitment: workers and officer level.
- Payroll: managed and controlled employee's time data and payroll system including income tax and Social security fund.
- Staff activities: created and organized staff activities to keep good social climate in the plant such as sports, walk rally day.
- Employee welfare & housing, transportation, Workmen compensation and Social security fund.
- Responsible for office machine, purchasing and maintenance.
- Government Administration: Factory operational license, Deep well license, Billboard and Property tax, Boiler operation license

ACHIEVEMENTS

- Government Administration: Factory operational license, deep well license, billboard and property tax, boiler operation license.

HOBBIES & INTERESTS

I am an avid reader of business books and take a great deal of pride in my ability to quote some very famous authors. I am an active member of several charitable organizations and like to work to help others less fortunate than myself. I play chess, golf and like to watch football.

REFERENCES

Available on request