



We make it fit



*Leading the way in
foreign talent recruitment*

Our Mission

To share our [leading-edge](#) market knowledge with our customers

To provide strategic [partnerships](#) in Human Resource Recruitment and Planning

Our Vision

To be the [leading name](#) in foreign talent recruitment

To [set the bar](#) in customer service

*"We'll find
you the perfect fit."*

Sheffield is a leading foreign talent agency trusted by numerous MNCs in Singapore. As your partner in foreign human resource, we'll help you take charge of your entire overseas recruitment process from prerecruitment administration, contract drafting and travel arrangements to training operations. Even at the end of the contract when the candidate is repatriated, we will ensure that your obligations as a respected employer are met.

This is what sets us apart from our competitors: reliable services to both employer and candidate. This is due largely to our in-depth knowledge of the industry in Asia, and our wealth of experience in recruiting a diverse list of positions from unskilled technicians to managers and consultants for a wide range of industries. In fact, not only can you tap on our economies of scale and our comprehensive networks across the whole of Asia, you can entrust us with your entire overseas recruitment operations. As your one-stop solution for foreign recruitment, you can rest assured that your specific requirements are met.

After all, at Sheffield, we're committed to helping you find the perfect fit.

Yours Sincerely,

Wilson Sieng
Managing Director



A leader with a growing reputation



Since our establishment in 1998, we have quickly gained a reputation among MNCs in Singapore as the trusted name in overseas recruitment. By delivering our expertise and promise, more and more clients are convinced that they could outsource their entire overseas recruitment operation to Sheffield.

And the benefits are irrefutable:

- ✦ Improved efficiency in recruitment management
- ✦ Enhanced relationships with foreign talent
- ✦ Elimination of time-consuming administrative and management duties
- ✦ Tremendous cost and time savings

Accreditations & Affiliations:

- ✦ Registered with the Ministry of Manpower, Singapore
- ✦ Accredited to the China Embassy and the Philippines Embassy
- ✦ Affiliated to MDS, SHRI, SNEF, SIM and the Commission of Higher Education Philippines

Service that shines



When it comes to customer service, Sheffield sets the bar high. And we do it through our unique approach of the 4Cs - Communication, Concern, Convenience and Cost.

Communication

Open communication is the key to excellent service and maintaining a strong and long-lasting relationship with clients and candidates alike.

Concern

We recognize clients' requirements for quality candidates and the need to take care of them during their stay in Singapore. For candidates, we take step necessary to ensure their concerns are addressed, and legal and living requirements are met.

Convenience

A one-stop solution with comprehensive services.

Cost

By contracting all overseas recruitment matters to Sheffield, you can draw on our economies of scale which will not only save you precious time but considerable costs as well.

A black and white photograph showing a man in a suit sitting at a desk with a laptop. A woman in a white blouse is leaning over him, pointing at the screen. Another woman is partially visible behind her, also looking at the laptop. They appear to be in a collaborative work environment.

Your one-stop solution

With Sheffield, you can focus on your business while we take care of your recruitment and HR matters. Our comprehensive package comprises pre-recruitment, recruitment and post-recruitment services till repatriation upon contract expiry.

We listen, you save

We understand how each client's needs and concerns are unique. Hence we make it a point to listen to you, be flexible in our approach and more importantly, work within your financial perimeters. This explains why many of our clients have discovered the benefits of relying on Sheffield's expertise to run their entire overseas recruitment operation. With time saved and operations streamlined, you can be assured that your overseas recruitment drive will run seamlessly. That's the Sheffield difference.





Giving candidates a good start

Apart from getting you the ideal candidates, Sheffield also helps to ensure they kick start their career with your company on a good note, and continue to work well for you. Which is why apart from assisting them in their application for travel documents and all necessary paperwork, we will also manage their welfare and well-being during their contract. At the beginning of their contract, we will also conduct a comprehensive orientation programme to familiarise them with Singapore living and issue an orientation kit to help them ease into the local environment. After which, we will be on hand to resolve any dispute that may arise at work, and conduct spot checks on their dormitory, at your request, to ensure that living conditions remain up to standard.



Garner Asia's top talents

With our every expanding network of partners, you can now easily tap into a vast pool of talent from around Asia.

Tap on our expertise

From technical, engineering to managerial positions, our recruitment expertise spans a diverse range of industries. Including:

Chemical Products

Pharmaceuticals
Petrochemical
Petroleum products
Other Chemicals

Construction/Marine

Civil and Structural Engineering
Marine Engineering
Quantity Surveying
Interior Design
Architectural
Environmental Engineering
M & E Facilities Engineering

Corporate

Customer Service
Marketing & Sales
Call Centre
Banking
Finance
Administration
Insurance

Manufacturing

Wafer fabrication
Semiconductor
Electronics
Precision Engineering
Injection Molding
Metal Stamping
Machine Assembly

Medical

Laboratory, Health Care
Hospital, Nursing Care
Medical Centre

Retail/Hospitality

Hotel & Resort Management
Food & Beverages
Housekeeping
Retail Management

Technology

Telecommunication
Software, Hardware
Information Technology





Our esteemed clients

- ✦ Abbott Manufacturing Singapore Pte Ltd
- ✦ GlaxoSmithKline Biologicals
- ✦ Cameron (Singapore) Pte Ltd
- ✦ Gemalto Pte Ltd
- ✦ Renesas Semiconductor Singapore Pte Ltd
- ✦ Fossil Singapore Pte Ltd
- ✦ Robinson & Co. (Singapore) Pte Ltd
- ✦ Spinelli Coffee Company
- ✦ Uniqlo (Singapore) Pte Ltd
- ✦ Wing Tai Holdings Limited and etc

"Outstanding!

The service provided by Sheffield is outstanding and very professional. They take care of everything from the small to the big details... you don't need to worry about anything!"

- **Laura Kroc**, Director, Business HR, US HQ & International Manufacturing
Abbott Nutrition International

**"Sheffield demonstrated resourcefulness,
speed and commitment in fulfilling clients' needs"**

- **Wendy Ong**, Manager, SFBI (Asia-Pacific) Pte Ltd

For more details, please visit :- www.sheffieldoffice.com

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