Introduction

PROCER is leading technical consultancy and staffing agency in Romania and a preferred Romanian supplier of a wide range of personnel solutions for international companies that operate within Oil and Gas, Energy, Marine Construction and allied sectors.

In the past 10 years, we have successfully recruited and assigned thousands of Romanian professionals to assist worldwide clients in completing their projects in Romania and all over the world (USA, Canada, Middle East, Caspian Area, Europe, Africa, Asia, etc).

We have a dedicated and multi-disciplined workforce of engineers and technicians ensuring that in all our work we deliver a quality service as per the requirements of our clients.

Staffing projects locations.
We currently serve and operate Clients’ projects in more than 25 countries in: Romania, UK, Europe, Caspian Area, North and West Africa, USA, South-East Asia, Far East, Middle East area.

International Representatives/Offices in
Bucharest, London, Washington Houston, New Zealand, Dubai, Caspian Area, Norway

Main Categories of Personnel We Provide

We carry full responsibility for servicing and meeting technical personnel resource demands of our world-wide clients:

- Design and Engineering Specialists in Piping, Mechanical, Electrical, Process, Civil Structural

- Field Engineers for a wide range of disciplines (Mechanical, Electrical, Instrumentation, Piping, Welding, QAQC – Inspectors for all disciplines, NDT Specialists) and projects (Petrochemical, Marine, Pipeline, Power)

- Skilled Technicians (Electrical, Instrumentation, Mechanical, Fitters, Welders, etc)
Main categories of Personnel We Supply

Main Type of Projects:
- Petrochemical Plants, Refineries – LNG plants
- Power Plants
- Pipeline
- Marine Construction Off Shore
- Civil, infrastructure (Waste Water) Roads and Bridges.
- Drilling Off Shore and On Shore

Main phases of the projects:
- Design and Engineering
- Construction
- Commissioning and Start up
- Maintenance and Process
- Shut down

Field Engineers

- **Instrument & Control Engineers and Technicians** - commissioning, operations & maintenance; experience on off shore projects; experience and certification in various DCS, safety systems, SCADA, Delta V, Honeywell, Yokogawa, Rockwell Software RSLogix, etc

- **Mechanical Engineers** – commissioning and maintenance; specialised in a wide range of mechanical equipment: gas turbines, compressors, boilers, WHRU, drilling package, Maintenance;

- **Electrical Engineers** – commissioning, operation and maintenance – experience on off shore platforms.

- **Structural and Piping Engineers** Construction Engineers (for petrochemical plants, pipelines and off shore platforms);

- **QA Inspectors** for all kinds of disciplines: Welding, Piping, NDT, Mechanical, Cathodic Protection, Painting and Corrosion, etc

- **Safety** Managers, Safety Officers, Environment Specialists, HSE Engineers;
Design And Engineering Specialists

- **Piping, Structural Mechanical Design** PDS, PDMS, Microstation, Frameworks, Pipe Stress (Caesar)

- **Electrical and Instrumentation Design**

- **Cost Estimation / Planning Engineers** - with experience and qualification in the latest Primavera Versions;

- **Process Engineers** with Hysys experience

- **Project Managers, Procurement, Expediting Engineers**

Technicians

- **ELECTRICIANS AND INSTRUMENT TECHNICIANS** - experienced in Oil and Gas area, construction and commissioning of offshore platforms, petrochemical and power plants. Safety awareness. International projects. Most of them with good English; Foreman fluent in English.

- **MECHANICAL TECHNICIANS** - experienced in construction, commissioning of all types of static and rotating equipment (turbines, compressors, etc), Diesel motors, etc for petrochemicals, power plant and pipeline projects. Good level of English; Foreman are fluent in English.

- **PIPE AND STRUCTURAL FITTERS** – experienced in erection and testing of piping installations, working with all kinds of pipe materials; performing hydro-test, nitrogen tests, bolt tightening, etc. Experience in international projects, excellent abilities in reading blueprints. Good technical English for all personnel. Ability to work with limited or no supervision; Foreman are fluent in English.

- **WELDERS** experienced and certified by leading Marine Construction and Oil&Gas Companies in SMAW, FCAW, GMAW, GTAW, 6G and 6 GR. Technical English.

- **SHIPBUILDING, MARINE CONSTRUCTION PERSONNEL AND DRILLING, OTHER CIVIL CONSTRUCTION PERSONNEL** from roughneck, drillers to riggers and crane operators, from scaffolders, rope access technicians to steel fixers and carpenters and fitters.
Our Staffing Services

We provide a tailored staffing solution across all Technical Search & Selection, Mobilization and Contract Administration:

**Various search approaches** Direct Search and Data Base search (in some cases e-search, rarely advertising); Compensation & Benefits Consulting, Salary Industry survey; assistance in salary negotiating and hire.

**In depth assessment and check of candidates proposed**, background and reference check, work tests, Competency Profiling for candidates proposed;

**Full hiring Services**: Temporary hire and employment related services (payroll and contract administration, tax and legal consultancy. PROCER acts as an employer, with all the ensuing liability. We arrange complete payroll processing, insurance, taxes, etc. Your Company is billed on a monthly basis at an agreed upon set rate. There are no costs to the Company until the Assigned Candidate starts the position.

**Orientation & Mobilization and Performance Monitoring** of contracted candidates;

- manage or assist the process of obtaining the necessary visas and work permits;
- arrange comprehensive insurance package; Procer has a corporate agreement with a large international Insurance Company Limited to insure all contracted personnel for Emergency Medical, Repatriation, etc worldwide.
- arrange for a full medical examination for each contractor prior to mobilization.
- Arrange air flight transportation to and from country of destination; Arrange accommodation, apartment rental
- PROCER continues to liaise with the clients throughout the contract duration to ensure that the clients are satisfied with the candidate.
Staffing Procedure

Define the Staffing Assignment

- Take the staffing assignment - receive the job order,
- Build a thorough description of the position and the project specifics,
- Agree time scales; establish the search methodology and market the job vacancies

Candidate Search/ Assessment/Interviews/ Work tests

- Run search and pre-screens the candidates for educational and skill set, qualification, English or other foreign languages proficiency.
- Contact potential candidates to ascertain availability and interest.
- Prepare Short- lists of Candidates

Client Interviews/ Test and Follow up

- Provide the Client with the resumes and detailed skills based competency reports for the short listed candidates;
- Arrange interviews by video/telephone or in person at our offices and/or comprehensive work tests
- Present offer of employment, pre-orientation;

Mobilization and Contract Administration

We provide comprehensive coverage of all aspects of:

- Legal employment in Romania, visa application and medical tests
- Air flight arrangements and pre-orientation;
- Contract administration: salary, benefits, taxes in Romania, insurance, etc

Our procedures are fully accredited.
We adhere to a strict code of professional conduct and business practice.
Our key strength is the ability to resource in due time any size of staffing assignment anywhere in the world. We present our Clients outstanding Engineers for all types of Disciplines as well as whole teams of technicians experienced in taking your projects from the start up to completion.

**Overall Industry Expertise** we have the knowledge, experience and appropriate that our Clients the right staffing solution from us. Thousands of completed staffing assignments worldwide.

**Probably the largest and most accurate technical discipline database in Romania**; constantly being updated, and currently contains upwards of 100,000 rated resumes. Direct Internet access to over 8,500 top candidates;

**Quick response time** for provision of technical skilled professionals (1-5 days, based on our permanent and direct contact with a large number of candidates as well as our policy to maintain a pool of experienced and client approved workforce able to be drawn upon by the project.

**Unparallel reputation on the market** among our candidates; we receive an average of 20 new applications of technical skilled professionals on a daily basis with no advertising.

**Privileged working relationships** and immediate access to aprox. 5,000 Romanian Engineers and top technicians working for major international or Romanian Companies.

**Experienced in working with top multinational Companies**, under extremely tight deadlines and cultural and procedural constraints. Close coordination with client to fully understand the project requirements and jointly plan the required workforce for site needs.

**Expertise in managing high volume staffing assignments.** We have developed projects where in excess of 500 personnel have been supplied to a specific project with all the recruitment, administration and logistics done solely or in co-operation with our Client.

**First hand experience in providing full orientation and mobilization services** (visa, medical, air flight, insurance) for up to hundreds of assigned candidates on efficient manner;
Developed selection techniques. Video phone interview facilities, Work tests facilities (for welders and other categories of skilled tradesman) and developed screening and selection tools, reference check service.

Network and higher exposure; Ability to operate as a Master Vendor as one key external resourcing partner with the responsibility of administering Client recruitment function and liaison with candidates and other agencies;

National and Regional Search capabilities already developed network of offices and recruitment agencies in Central and Eastern European Countries to supply with qualified personnel;

Innovative Direct Search recruitment approach for specific top position; no advertising practices, unless specifically requested by the Client.

Flexibility; we cover categories of our workforce comprise of fabricators right through to Senior Management under various hiring options (temporary or permanent)

Efficient and ethical practices, ISO certified procedures, expertise in all legal employment aspects, visa procedures.

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