



Business Professional

Professional talent, precisely delivered.

Welcome to Manpower Business Professional

Manpower Business Professional connects organisations with skilled business support and administration talent across Australia. With over 80 years of global experience and deep local insight, we understand the capabilities, attributes, and cultural fit that define high-performing professionals.

Whether you need to scale quickly, fill a critical vacancy, or build long-term capability, we deliver flexible, high-quality workforce solutions that drive productivity and business success.



Mission statement



Manpower Australia connects skilled business professionals with meaningful work, helping organisations build efficient, agile, and high-performing teams across Australia.



We deliver flexible, capability-focused staffing solutions, from administration to project support, that enhance productivity and support the operational success of our clients.

Vision statement



To be Australia's most trusted recruitment partner in the business professional sector, recognised for our insight, integrity, and impact on people, performance, and workplace transformation.



We envision a future where every business function is powered by the right professional talent, driving excellence, continuity, and growth.



Confidence, trust, delivery.



Global reach. Local expertise.

Our network of business professional recruitment specialists spans every major centre across Australia, combining local market knowledge with national reach.

We continuously screen and assess candidates to ensure fast access to work-ready talent with proven experience in administration, coordination, and professional support roles.



Deep sector insight.

We specialise in recruiting business professional roles across a wide range of industries, from government and healthcare to financial services and education.

We understand the demands of dynamic office environments and the skills and attributes that define high-performing business support professionals.



Workforce solutions.

Whether you need an individual for a day or a full team for a long-term project, our flexible staffing solutions, including permanent, temporary, and unbundled recruitment, as well as payroll services, are tailored to your business needs.

Our approach ensures compliance, agility, and consistent delivery.



Strategic solutions partner.

We act as an extension of your team, aligning with your goals, culture, and operational priorities.

Our targeted recruitment strategies, proprietary powerYOU training platform, and deep market insights help you build resilient, high-performing teams that support business continuity and growth.

Targeted solutions



Permanent recruitment.

Manpower has the experience, capability, and capacity to support your permanent hiring decisions.

We understand your needs and culture to find the best fit for each of your unique positions.

Our industry-focused recruiters continually build a talent pipeline so we can readily source the right-fit candidates for your business.



Temporary recruitment.

We scale your workforce to meet business demands. Our extensive talent pools give you access to temporary workers within hours.

We use best-practice methods and an ISO 9001-accredited process to assess skills and predict success in specific environments.



Unbundled recruitment.

Our unbundled recruitment service supports bulk programs as well as single hires. We help your talent team and hiring managers expand capacity and hire effectively, from early-stage phone screening and shortlisting to large-scale assessment centres and reference checks.

You choose the areas where you need support, and we'll integrate with your processes.



Payroll services.

Manpower manages brand risk with 100 per cent accuracy and compliance in contingent and contract payroll through our expert team.

Our managed services model delivers a cost-effective payroll service with onboarding and offboarding for your contingent workforce.

Local expertise. Global strength.

As part of ManpowerGroup, we combine deep local market knowledge with the global reach of a worldwide leader in workforce solutions.

Manpower Business Professional is backed by over 75 years of workforce expertise and a talent network that spans 80 countries. Whether you're hiring regionally or scaling nationally, our connected ecosystem ensures you're supported every step of the way.

One team. Global reach. Local results.



Targeted industries. Specialist talent.

Manpower Business Professional supports a wide range of industries across Australia, delivering skilled professionals who drive operational efficiency, stakeholder engagement, and business continuity.

We provide talent across the full spectrum of business support and professional roles.

Our candidates are selected for their attention to detail, communication skills, and ability to thrive in fast-paced, professional environments, ensuring every business function is supported with precision and reliability.



**Executive &
Personal Assistant**



**Administration
Support**



Receptionist



**Corporate
Concierge**



**Project
Support**



**Operations
Support**



**Office
Manager**



Data Entry



**Facilities
Managers**



Sales Support



HR Support



Marketing Support

Five ways we outperform in partnership and delivery.

1

We ask smarter questions upfront

Before sourcing starts, we dig into the why, not just the what. We explore role purpose, team dynamics, hidden blockers, and workforce implications, so we can build out the right solution, not just respond to a vacancy.

2

We build talent pipelines before you need them

Proactive sourcing is baked into our delivery model. We track emerging roles, monitor local supply shifts, and keep passive candidates engaged so you're not starting from zero when urgency strikes.

3

We translate operational pressure into hiring strategy

We understand how seasonal changes and customer demands create pressure on your workforce.

Our recruitment process aligns with your operational needs, whether you're scaling your team for peak demand periods or looking to improve customer response times.

4

We represent candidates with integrity

Every candidate we put forward has been qualified with care, not just for skills, but for mindset, cultural fit, and long-term potential.

We don't flood inboxes, we deliver the right shortlist, first time.

5

We treat every brief like it's business critical

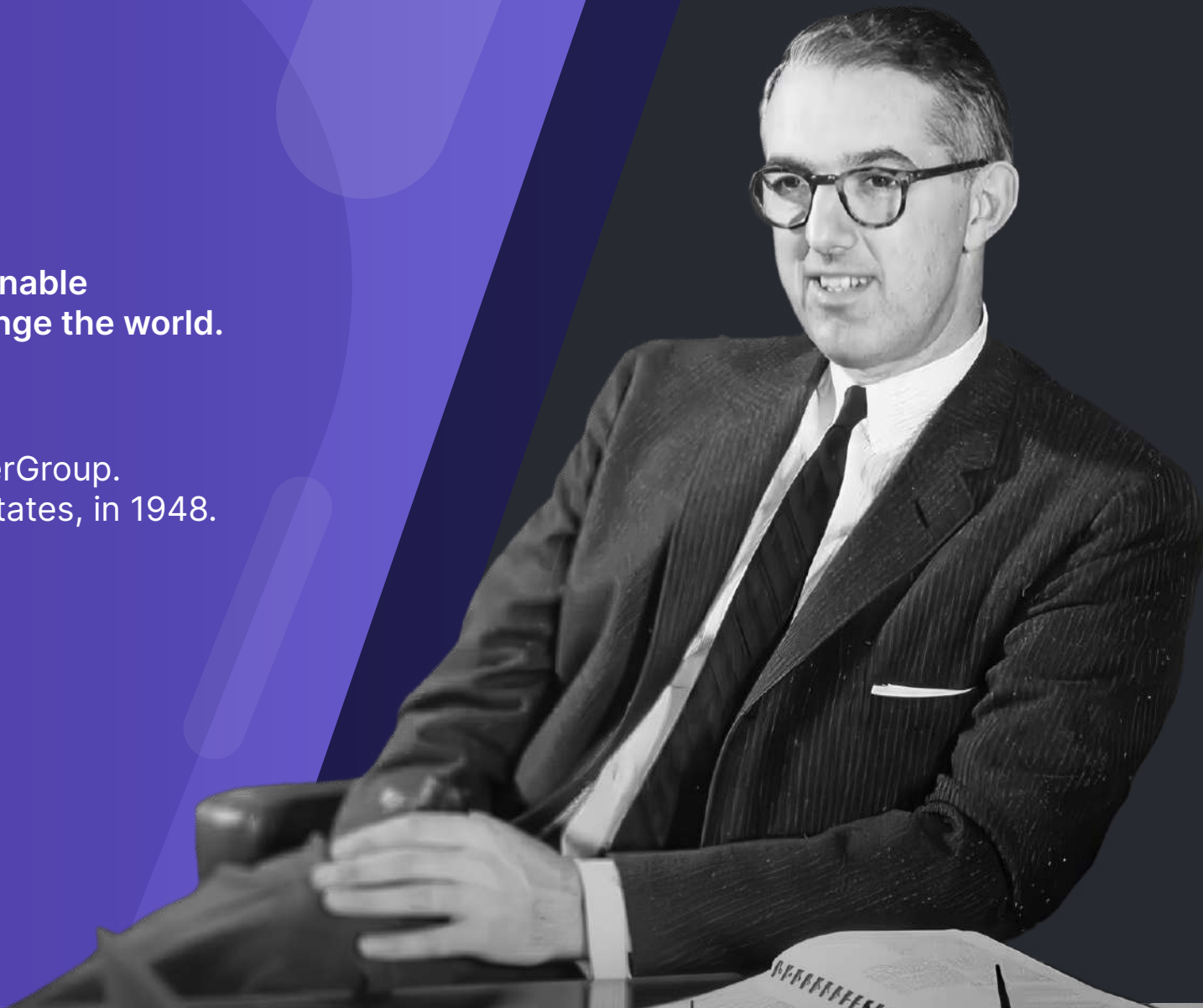
Because for you, it is.

We bring urgency, accuracy, and professionalism to every interaction, whether it's one hard-to-fill role or a national hiring strategy.

We believe

We believe that meaningful, sustainable employment has the power to change the world.
We believe this because he did.

Elmer Winter, Founder of ManpowerGroup.
Established in Milwaukee, United States, in 1948.



DEIB in action

We create career pathways that open real opportunities.

At Manpower Business Professional, we work with clients and partners to turn inclusion and environmental, social, and governance (ESG) commitments into practical action.



Veterans and defence families

Veterans bring leadership, discipline, and a values-based approach to work. We build recruitment strategies that support their transition into civilian roles, such as:

- translating military experience into civilian career paths
- providing coaching before placement and support during onboarding
- educating employers on veteran-ready workplaces, role design, and retention
- working with Salute for Service and Helping Heroes.



ESG and reconciliation

Our Reflect RAP forms part of our broader ESG commitment. It shapes how we recruit, who we partner with, and how we deliver, such as:

- partnering with Indigenous-owned suppliers like Muru Office Supplies and Asquith Workforce
- delivering cultural capability training to recruiters and leaders
- participating in NAIDOC Week and Reconciliation Week at a national level.



We bring our best every time we connect.

With deep market expertise and a people-first approach, we simplify hiring and deliver outcomes that last. Whether you need one key hire or a full team, we'll work with you to solve workforce challenges with care, urgency, and precision.

Real people. Real solutions. Real impact.



manpower.com.au

