

## **A small selection of candidates we have registered:**

### **Ref: 30751: Experienced PA**

An experienced and conscientious board level PA, used to working in a demanding compliance environment on matters requiring the utmost discretion and confidentiality. Excellent communication and inter-personal skills, together with the need for the utmost tact and diplomacy, have ensured a reputation for total reliability and commitment.

#### **Skills & Achievements**

- Board level administration skills
- Able to take and produce accurate minutes of both one-to-one and board meetings
- Ability to work well under pressure
- Able to manage own projects and deliver against deadlines
- HR administration experience
- Knowledge of the administration of company share schemes

#### **Previous Role:**

- Dealing with confidential business and HR matters with tact and diplomacy
- Acting as HR Assistant; assisting with recruitment, drafting correspondence and contracts and maintaining personnel records
- Organising board meetings and collating and distributing the associated papers
- Assisting with the administration of the company share scheme
- Organising and prioritising the work of the Office Assistant and Receptionist
- Acting as Office Manager, including dealing with the acquisition and maintenance of office equipment and furniture and liaising with the landlord's agents on property matters
- Managing the practical aspects of several office moves

### **Ref: 31857 Finance Director (ACA)**

ACA qualified from KMPG this finance professional has experience at director level across commercial, line management and corporate roles in the FMCG and leisure sectors. Self motivated, commercially and customer focussed, combining strong analytical and technical skills with the ability to build effective relationships across business functions and a consistent track record of successful delivery of value added change.

#### **Key Achievements:**

- Instilled financial contribution focused decision making into the organisation, through the successful development and implementation of contribution planning and analysis tools, by customer and by brand.
- Improved margin through analysis and negotiation with Agency brand suppliers.
- Identified loss making and contribution diluting activities to either renegotiate or withdraw from them.
- Implementation of acquisition strategy for the Company. Negotiated deal structure, restructuring plans, projected returns and due diligence on 4 major acquisition targets.
- Drove the cultural change to build effective business analysis combining Sales, Marketing and Finance.
- Specified, built and implemented Group Strategic Planning and reporting systems and procedures.

- Reduced peak working capital requirement by £30 million through value chain analysis in manufacturing, warehousing and distribution, redesign of raw materials order process and improvements in credit control using Six Sigma and lean thinking methodologies.
- Designed and implemented the KPI measurement system to monitor brand and customer profitability.
- Led the integration of newly won, £80 million turnover, agency brand cost sharing contract. Managed all aspects of IT, logistics, performance measurement and reporting.
- Renegotiated UK Treasury facilities totalling £150 million debt at substantially improved interest rates and terms.

### **Ref: 31562- Administrator**

An organised and motivated office administrator with over three years experience within an office environment. They have covered all aspects of administration including reception and customer service. Outgoing and amenable with excellent personal presentation this candidate has the ability to work well within a team as well as being resourceful as an individual.

### **Previous Role- Facilities Administrator**

- Performed all weekly and monthly ongoing tasks including; answering the phone, greeting contractors and writing permits to work, booking taxis for visitors.
- Re-organised security card system and brought in ID Cards.
- Re-designed and planned car park refurbishment which included; obtaining quotes from various contractors for signage, line painting and waste cages.
- Completed SEMA (Site Environmental Management Audit)
- Updated waste contract getting quotes from 3 different contractors and ended up saving the company around £8000 per year.
- Took active role in the electricity saving campaign, organising electricity turn-off checks and creating a graphical report in Excel to show changes and identifying where most electricity was being used.
- Took on data storage re-organisation project; ordering new shelving and designating data storage representatives within teams.
- Typing: 40 wpm
- Skills Testing Word: 96%

### **Ref: 31582- Accounts Assistant**

AAT Qualified this energetic and enthusiastic accounts assistant has just relocated back to the area after spending time in East Anglia. Immediately available and with an excellent reference from her previous employer in Andover this candidate comes recommended for her fantastic work ethic.

### **Skills**

- Responsible for posting all bank transactions for 7 companies
- Multi currency postings and monthly revaluations
- Cash and journal postings across sales, purchase and nominal ledgers
- Monthly closing of sales ledger / reconciled / inter-company recharges
- Worked on monthly management accounts – accruals & prepayments
- Management reports on key customers and commissions
- Cover for weekly payroll, and organise pension surgeries
- Responsible for managing complex supplier rebate system.
- Reconciliation of marketing costs and rebate payments to members
- Preparation of supplier pack and reports for monthly Board meeting
- Sage Line 50 & SAP

### **Ref 31805: Legal Secretary**

A highly experienced Legal secretary with over 30 years experience across Hong Kong, South Africa and the UK, having recently relocated back to Salisbury they are keen to find a role with a local firm.

- General secretarial work including audio transcription of correspondence, court documents, and briefs to Counsel.
- Litigation
- Dealing with clients
- Organising and attending meetings
- Typing of lengthy financial agreements and own correspondence
- Transcribing tapes for various lawyers and typing lengthy precedents onto the WP system
- Extensive bookkeeping using Macintosh Excel
- Collection of rentals
- Payments of all invoices, VAT relating to the office
- Managing company and personal bank accounts and petty cash
- Typing: 86 wpm

### **Ref. No. 31797 Communications Manager**

A results driven communications professional with a good level of experience in internal and external communications within both the public and private sectors. Quick to grasp new ideas and concepts, experienced in working with employees at all levels with the ability to develop and maintain productive internal and external relationships. Enjoys being part of, as well as managing and motivating, a successful team; also able to work well on own initiative.

#### **Key Skills**

- Developing and implementing creative internal/external communication strategies and plans to deliver business objectives
- Event management and planning
- Researching and writing copy for the full spectrum of channels – magazines and newsletters, press releases, employee briefings, intranet and internet, and face to face presentations
- Producing change and crisis communication plans to minimise reputational risk
- Track record of increasing employee engagement through innovative communications strategies

### **Ref No. 31697 Administrator**

Enthusiastic, career-focused graduate - BA (Honours) Leisure Management and Business Management (**2:1**) seeking an opportunity to develop a career within Human Resource Management. This candidate is looking for an opportunity that will utilise her current skills whilst also allowing her to embrace new challenges and to further enhance her understanding of the HRM function. Her self-motivation, energy, commitment and drive will make a valuable contribution to your organisation.

#### **Skills & Competencies**

- Excellent time management skills demonstrated by consistently meeting deadlines against high volumes of workload in pressurised or challenging environments
- Ability to prioritise and organise own workload efficiently and effectively
- Evidence of resolving complaints and queries professionally and independently
- Intellectually capable with a proven ability to learn new things quickly
- A proven ability to establish and nurture good professional relationships with colleagues and clients

- Fast learner on various computer systems, including extensive use and knowledge of Microsoft Office, including Access, Excel, PowerPoint, Word, Outlook and the Internet
- Proved ability to run ad hoc reports and analyse data effectively to draw conclusions
- Excellent presentation skills developed through the delivery of presentations at university
- Demonstrates good use of both written and verbal communication skills when communicating with internal and external customers.
- Articulate and confident at communicating with people at all levels

### **Ref.No 31829 Production Engineer**

Qualified and experienced engineer used to operating in a technical environment managing major new developments within the precision engineering and aerospace industries. A proven practical and versatile engineer with a multi-disciplined background with experience for saving cost through problem solving and process improvement. Creating and working with bill of materials (BOM's) Good communication skills with both colleagues' customer and suppliers at all level. Highly computer literate and conscious of project cost and quality with very successful man management skills. Experience and knowledge of many approvals required for the following bodies FAA,CAA,MOD, NADCAP,AQAP,ISO,BS.

### **Ref. No. 31856 Interim Project & Programme Manager**

A broad background in the management and successful delivery of major technology and engineering projects, programmes and bids in a variety of environments, including IT Infrastructure, ITO, IT & Business Transformation, Telecommunications and Electrical & Electronic Engineering. Projects have been customer facing with multiple stakeholders, often multi-site and including international deployments with multi-cultural teams. Measurable success in implementation, delivery, customer satisfaction and in maintaining & growing business margin.

PRINCE 2 & MSP Practitioner

High level of technical competence – able to assimilate a broad range of engineering and technology project issues

Adaptable to environment, industry & technology, culture and personalities

Successful in building long term customer relationships

Commercially astute with strong business acumen