



# Scottfraser

Scottfraser is an independent firm of letting and estate agents specialising in high quality homes to buy and let in Oxford as well as in prime market towns and villages across the county. The agency also offers an award-winning range of complementary services, including property management, buy-to-let investments, land and new homes development.

## The client's perspective

### Andrew Fraser Greenwood, Group Managing Director, Scottfraser

**“Allen Associates have an excellent understanding of our business and they consistently find ‘faces that fit’. They take the hard work out of recruitment and have built a relationship with us built on professionalism, trust and respect.”**

#### The brief

My PA was due to go on maternity leave and I tasked her with recruiting someone to undertake her role while she was away. Allen Associates came in for a briefing meeting which was important as it gave them a good insight into the role and the wider team as well as our evolving needs as a business. They also wanted to understand our culture and ethos as they understood that personality and attitude are as important to us as skills and experience.

#### Working with Allen Associates

**My previous PA worked closely with Allen Associates on the job description and ideal candidate profile. The agency then interviewed and screened a number of applicants and put forward two who they believed would be an ideal match.**

**I attended the interviews and was extremely impressed with the calibre of the candidates – so much so, that I offered them both a job. We created new roles to accommodate both of them as we felt they had so much to offer and I’m a great believer in nurturing and encouraging talent within our business.**

**We offered Jessica Clasby-Monk the position of PA on a temporary contract but as soon as it was clear that my previous PA would not be returning to work after her maternity leave, we made Jessica’s contract permanent. She has made the role her own and is now also responsible for HR and marketing within our business.**

#### Outcomes

Jessica is doing a fantastic job and is a real asset. Scottfraser is expanding rapidly and now employs more than 50 people at its offices in Oxford and Witney. While we are very excited about our company’s growth, we know that change has to be carefully managed. Allen Associates understands the challenges and responds quickly and effectively to our requirements.

## The candidate's perspective

### Jessica Clasby-Monk, PA, HR and Marketing Manager, Scottfraser

**“Through my experiences as a candidate and now as an HR manager with recruitment responsibility, I trust Allen Associates to do an excellent job of finding the right people for our company. I know they will do their best for both sides which is in everyone’s interests.”**

#### Getting started

After I relocated from Scotland to Oxfordshire, I was keen to find a role which would be varied and challenging. I previously worked as a manager in a children’s education centre and I was keen to find something which would be as busy and fulfilling. Not knowing Oxfordshire very well, I posted my CV on a number of online job boards and was approached by various recruitment agents who spoke to me over the phone and asked me to come in to fill out various forms. Allen Associates was different in that they were the only agency that invited me to attend an hour-long interview. They really invested the time in getting to know me and understand what I was looking for.

#### Next steps

Within a week of my interview, Allen Associates contacted me to discuss the temporary maternity contract at Scottfraser. The role seemed varied and interesting and I liked the sound of the company itself, which was doing well and had exciting plans for future expansion.

I was given a thorough briefing before my interview, which was with the PA I would be replacing as well as the Group Managing Director. They made me feel relaxed and seemed genuinely interested in my opinions. Allen Associates contacted me immediately afterwards to discuss my interview and get my feedback. They also liaised closely with Scottfraser and came back to me in a short space of time, to present me with a job offer.

#### Outcomes

I am thoroughly enjoying working at Scottfraser. My role has evolved significantly since I first joined and I have welcomed the opportunity to shape it in line with the company’s changing needs. I’m grateful to Allen Associates for having understood my career and personal aspirations so well and for having taken the trouble to match me with the right business. I look forward to working closely with them on Scottfraser’s future recruitment requirements.

For more details about how Allen Associates could help your organisation recruit specialist Marketing staff, please contact our **Marketing consultants** on **01865 335600** or visit **[www.allen-associates.co.uk](http://www.allen-associates.co.uk)**