



Knight Advisory Services

Business Manager to Lead the Charge

Oxford-based Knight Advisory Services is an international consultancy business which advises, supports and administers other companies within its group, including Aris Technologies – a software developer specialising in the online gaming industry. It also provides consultancy services to clients.

The Client's perspective

**Dinesh Choudree,
Director, Knight
Advisory Services**

“I was impressed by the professional service delivered by Allen Associates. They listened carefully to our requirements and stayed focused on the brief. Communication was excellent throughout, they used their judgement when it mattered and added real value to the recruitment process.”

The Brief

As our portfolio of companies has grown and the demands on the directors continues to increase, it became apparent that we needed a capable all-rounder, with a solid administrative background and financial experience to join our team. I put together a detailed brief and circulated it to six different recruitment agencies. Allen Associates immediately stood out from the other agencies. They asked the right questions and really seemed to grasp the brief. They applied careful thought to the selection process and put forward several quality CVs with supporting applications. Any one of their candidates could have done the job.

The Approach

I have a clear idea about how I like the recruitment process to run so it was important to me that I remained in control of it, which Allen Associates respected. First and second stage interviews were conducted on skype – partly because I work abroad a lot of the time, but also because it keeps the parties focused and allows me to gauge key skills and competencies, without any other distractions.

Final interviews were conducted face-to-face and Lorraine emerged as the clear favourite. She had the breadth and depth of experience we were looking for to effectively manage this multi-faceted and busy role.

Allen Associates helped to facilitate the process from start to finish and they did this extremely well.

The Outcomes

With help from Allen Associates, we successfully negotiated Lorraine's package and we were delighted to secure her as our first choice of candidate for the role. Lorraine is settling in well and is already proving to be a valued member of the team.

The Candidate's perspective

**Lorraine Groves,
PA and Business
Administration
Manager,
Knight Advisory
Services and Aris
Technologies**

“Allen Associates is very professional and extremely knowledgeable about the PA and administration sector. It was so refreshing to be with an agency that truly understood the work that I do and the value I could add to a business. I could also tell I was dealing with a quality agency by the calibre of the roles they had on their books.”

The Brief

Having recently graduated as a mature student, I was looking for a permanent role at the right level, ideally in Oxfordshire. Before embarking on my studies, I had spent eight years running my own business offering PA, administration and finance services to clients, so I wanted a challenging role that would play to my strengths and draw on my considerable administrative experience. I researched various recruitment agencies in Oxfordshire and selected Allen Associates as I felt comfortable that they would do a really good job.

The Approach

I was happy with my initial contact with Allen Associates and my registration interview. Unlike other agencies I'd encountered in the past, they interacted with me at the appropriate level and didn't patronise me. They appreciated that I was an older candidate, had done a wide range of jobs and had extensive business experience.

When Allen Associates contacted me about the role at Knight Advisory, I was delighted. It appeared to be exactly what I was looking for. After being short-listed for the role, I was invited to attend two in-depth skype interviews within the same week. I was grateful to have the opportunity to meet with my contact at Allen Associates before the first skype interview, to run through the key points and gather additional information. This one-to-one interaction was a massively positive experience and helped set me up for the call.

The Outcomes

I was extremely pleased to have been offered the role. On my first day on the job, I really loved the fact that Allen Associates arranged for a card and a bottle of champagne to be delivered to me in the office. It was so unexpected and so nicely done. A lovely touch!

For more details about how Allen Associates could help your organisation recruit specialist PA/Admin staff, please contact our **Consultants** on **01865 335600** or visit **www.allen-associates.co.uk**