

Case Study:

Rapid Recruitment for Museum Selection

A Recruitment Partnership with Allen Associates



A New Partnership Built on Proactive Engagement

Museum Selection, a lifestyle retail brand offering curated collections through mail-order catalogues, partnered with Allen Associates for the first time to recruit a Buying Administration Assistant. Located in a rural part of Oxfordshire with limited transport links and a largely office-based working model, they had struggled to attract and retain the right talent independently.

The client was introduced to Allen Associates through automated email marketing and responded after recognising the quality and clarity of communication. What followed was a swift, successful process that established the foundations for an ongoing relationship.

Challenges

Allen Associates helped Museum Selection address a number of common but critical recruitment challenges:

- **Remote location**
Limited public transport meant the client required candidates who could drive and commute independently, a factor that had significantly narrowed their talent pool.
- **Office-based role**
At a time when many candidates prioritise flexibility and hybrid working, the client's need for a primarily in-office presence was a barrier to attracting applicants.
- **Role misalignment**
The job title, Buying Administration Assistant, had previously attracted applicants aiming for buyer-level roles. The client required someone happy to focus on administration, with the potential to grow into the role longer-term.
- **Cultural fit**
Finding candidates who matched the organisation's values and pace was proving difficult, further slowing the process.



Allen Associates' Approach

Allen Associates delivered an efficient, targeted solution by:

- **Leveraging their talent network**

With an extensive database of pre-screened candidates, the team was able to quickly identify a strong match for the client's requirements, shortlisting only those who could realistically take on a rural, primarily office-based position.

- **Clear, transparent advertising**

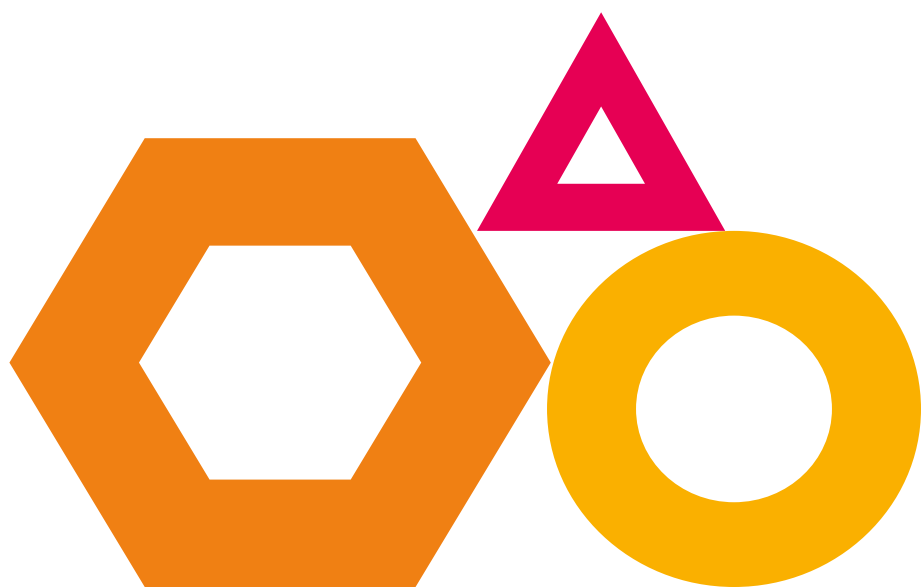
The role was advertised across key job boards and the Allen Associates website, with upfront detail about the location, driving requirement and expectations, attracting only suitable candidates.

- **Consultative client engagement**

The recruitment team met directly with both the Director and the Buyer at Museum Selection, gaining an immediate sense of the company's culture and team dynamic. This insight shaped the shortlist and ensured alignment beyond technical fit.

- **Integrated perm and temp support**

Understanding the urgency of the role, both permanent and temporary recruitment teams collaborated to offer immediate support if required, giving the client peace of mind and greater flexibility.



Results

- **Time to hire: 10 days**

From initial briefing to job offer, the process took just 10 days. The successful candidate applied for another role but was identified by Allen Associates as a strong fit for this position and progressed immediately.

- **First-time success**

Only one permanent candidate was submitted, and they were offered the role. This outcome saved significant time for the hiring team and demonstrated the effectiveness of Allen Associates' screening process.

- **Positive impact**

Within weeks of joining, the candidate was described as "settling in really well" and "a pleasure to have around." Feedback from the client confirmed a strong fit and fast progress.

- **Flexible support structure**

By offering temporary cover if needed, Allen Associates ensured no disruption to business operations during the recruitment process.

A Collaborative Future

This successful introduction marks the beginning of a promising client relationship. Museum Selection has already expressed an interest in continued collaboration, impressed by the speed, transparency and quality of service received.



We were impressed with the whole process; Allen Associates took the time to understand our business and requirements and had this front and centre when proposing candidates. They streamlined the recruitment search and only presented credible candidates. We have been very pleased with the outcome and wouldn't hesitate in recommending them.



Why Work with Allen Associates?

At Allen Associates, we pride ourselves on offering:

- **Local knowledge, national standards**
With deep roots in Oxfordshire, we understand the local job market and talent landscape better than anyone and deliver with the professionalism and precision of a national consultancy.
- **Quality over quantity**
Every candidate we recommend has been carefully interviewed, screened and selected based on their fit for the role and the culture of your organisation.
- **Tailored recruitment solutions**
Whether you're hiring permanent, temporary or fixed-term staff, our service flexes to meet your needs efficiently and with care.
- **Personal partnership**
We work closely with our clients and candidates at every stage of the recruitment journey because we believe the best results come from collaboration.

If you'd like to learn more about how we can help you find exceptional talent across HR, Finance, Marketing or Administration, we'd love to hear from you.

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