



Le Manoir aux Quat' Saisons

The Perfect Placement

This enchanting, luxury hotel based in Oxford and owned by celebrated chef, Raymond Blanc OBE, offers one of Britain's greatest culinary experiences.

“ **The best PA in town and the best partnership. Leanda has bags of experience and an incredible ability to make light work of a huge and diversified workload. She keeps me on the straight and narrow.** ”

**Raymond Blanc OBE,
Le Manoir aux Quat' Saisons**



The brief

Allen Associates was approached by Le Manoir for help in finding a private secretary and PA for Raymond Blanc. In addition to excellent shorthand and typing skills, this role required exceptional organisational skills, complete discretion, diplomacy and assertiveness. The ability to handle the media and speak fluent French was also desirable.

Working with Allen Associates

Le Manoir was looking to fill the role within a month. With this deadline in mind, consultants from Allen Associates' PA recruitment team visited the hotel to get a better understanding of the demands of this unique working environment and further insights into the role and the ideal personality fit. After a thorough investigation of their database, Allen Associates identified two candidates who met the criteria and were available to start work within the tight timeframe. Both candidates were interviewed by Le Manoir's personnel manager and one, Leanda, was invited back to be interviewed by Raymond Blanc himself. Leanda was appointed and started work soon afterwards.

Outcomes

Several years later and Leanda's role at Le Manoir has grown from a PA and private secretary to a valued member of the executive team.

“From initial request to final offer, Allen Associates understood our requirements and applied the same quality standards to the recruitment process that we apply to our own business. They were professional, discreet, informative and a pleasure to work with,” said Denise Kemp, Personnel Manager at Le Manoir.

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