



Welcome to
Allen Associates



Our story

Allen Associates was established in Oxford in 1998 by our directors Kate and Rob Allen, who were joined shortly afterwards by Eleanor Bromage, who is now our managing director.

Their vision was to build a recruitment agency that reflected their own values of service excellence, integrity, passion and personality.

Kate, Rob and Eleanor continue to 'live' their vision and play an active, hands-on role in the business, providing the consistency of values, supportive culture, strength of client and candidate relationships, and exceptional service which Allen Associates is known for.

They are supported by a talented team of recruitment consultants who focus on Oxfordshire-based, permanent and temporary vacancies at all levels, broadly covering roles in PA and Administration, Marketing, HR and Finance.

What our history means for you today

Oxfordshire knowledge

As the longest-established, independent recruitment agency in Oxford, Allen Associates has unrivalled experience and knowledge of the Oxfordshire market.

If you need advice or guidance on any aspect of recruiting in Oxfordshire, we will be only too happy to help.

Credibility and expertise

Allen Associates are recruitment specialists with a well-established brand, underpinned by an excellent reputation, which enables us to attract the most successful local businesses and globally-recognised brands, schools, colleges and universities.

You will be in very good company if you partner with us.

Candidate attraction

Our reputation for excellence means that we also attract the best candidates, with over half of all those registered approaching us through personal recommendation or referral.

Let us introduce you to quality candidates that you may not meet elsewhere.

Our recruitment focus



For more than 25 years, Allen Associates has worked with employers of all sizes and across many different sectors, from ambitious start-ups, SMEs, multi-nationals, corporates and global businesses, to educational establishments, public sector bodies and charities.

Our experience is far reaching but our focus is niche.

We specialise in recruiting for temporary and permanent roles at all levels, from entry-level to director, in:

- **The city of Oxford and across Oxfordshire**
- **PA and Administration**
- **Marketing**
- **HR**
- **Finance**

We not only understand the requirements, challenges and nuances of these roles, but we also know how to identify the best candidates for each vacancy. Many of our consultants have worked in the fields they now recruit for.

A values-led approach

Our values underpin the work that we do and the way that we engage with one another.

When you partner with us, you will receive a service characterised by:

Excellence

It's all about quality. We take pride in providing an excellent service to our clients and candidates, always trying to exceed their expectations and add value to the recruitment process.

Integrity

We believe in treating people the way that we would like to be treated ourselves – honestly, openly and transparently at all times.

Passion

We are passionate about our work and the people that we work with. Our passion, care and commitment comes through in our determination to achieve the best outcomes for our clients and our candidates, as well as for ourselves and each other.

Personality

Recruitment is a people business and we believe in being true to ourselves and the people we work with. We use our personalities to connect with people, get to know them, forge partnerships and build long-lasting relationships.

“It’s not easy to understand our business model and culture but Allen Associates have taken the time and effort to do so, resulting in them finding suitable, high calibre candidates in a timely manner. Overall, Allen Associates has provided a great, seamless service and are a fabulous team to work with.”

Gloria Ochola

Senior Recruiter

Value Retail Management

Working with you

We understand how important effective recruitment is to business success. It's essential you get it right first time – and that means identifying the best possible candidate for the job who will also, crucially, be a great fit for your team, culture and customers.

**A
Collaborative
Approach**

**High
Success
Rates**

**Our
10-Step
Recruitment
Process**

**Candidate
Attraction**

**Our
Service
Promise**

Working with you



Our 10-Step recruitment process

Working with you



Collaborative and skilled team

Every vacancy is assigned to the wider team for enhanced perspective, insights, collaboration and reach, to ensure the best outcome for our clients. The team is rewarded on this basis, rather than individually.

Our consultants are fully trained by us in-house and have recruitment industry qualifications as a minimum, so you can be assured of a skillful service.

We have a great team at Allen Associates who are loyal to our business which means you will be able to get to know them individually and forge lasting relationships with them.

You will have a dedicated consultant who will act as your first port of call at every stage of the recruitment process.

“Allen Associates have been helping us with permanent and temporary roles for over five years. Their consultants are brilliant in understanding our roles and finding excellent candidates. We thoroughly recommend Allen Associates for your recruitment needs.”

Nicola Porter

Executive Assistant/Office Manager

Information Governance Manager

Picker Institute Europe, Oxford

Working with you



Candidate attraction

We conduct in-depth interviews with every candidate we register, regardless of whether they are looking for a permanent or temporary role.

This allows us to get to know the person behind the CV, their ambitions and motivations, so you can be sure that the candidates we shortlist and present to you, will be a strong match for your requirements.

We have a proven track record in successfully placing the right candidates in the right roles in the right organisations. And because we get it right, our candidates tend to stay with our clients for many years.

Working with you

High success rates



Our success rate in filling roles is double the recruitment industry average. That's quite a claim – but it's true! Why? Perhaps because ...

- **Our database of quality**, pre-interviewed, ready-to-work candidates is the strongest in Oxfordshire for the PA and Administration, HR, Marketing and Finance roles that we recruit for – and is updated weekly.
- **We advertise widely** on all the online job boards, social media channels and everywhere else you'd expect, and more. This, together with other forms of marketing, charity work and word-of-mouth recommendations, means we attract new enquiries daily.
- **We invest time** in getting to know our clients and candidates, enabling us to quickly and expertly identify the best fit for both parties.
We don't cut corners. We take a detailed brief so that we understand the requirements of the role, the team dynamics and your organisation's culture so we can hone in on the most suitable candidates.
- **Above all**, we are totally committed to providing an outstanding service to our clients and candidates, and quality always comes first.

Working with you



Our service promise

We will:

- Work to the principles of best practice
- Work with integrity, honesty, openness, loyalty and fairness
- Keep the clients and candidates best interests in mind at all times
- Resolve any conflict in a fair and open way
- Use professional judgment and keep confidentiality at all times
- Work quickly, without compromising quality, keeping the clients and candidates informed all the way
- Welcome advice and learn from any mistakes
- Understand the needs of clients and candidates
- Act with dignity at all times and expect the same in return
- Put principles before profit

“I always find working with Allen Associates a great experience. They are absolute professionals and take the time to find out what we as a business and a team need from our candidates. However hard the brief, they always do their utmost to present strong and qualified candidates.”

*Sarah Parascandolo
Head of Global Talent Acquisition
Taylor & Francis Group, Abingdon*

Adding value to your relationship with us



HR
Hubs



Oxfordshire
Recruitment
Market
Overviews



Advice and
support



Employment
Law Updates

Adding value to your
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HR Hubs

These online events take place monthly, in partnership with the employment law team at RWK Goodman, and feature an interesting mix of guest speakers who are all experts in their fields. They last an hour and provide an opportunity for you to learn more about the topics of the day, ask questions and participate in a live poll whose results you may find useful for benchmarking purposes.



Visit our
HR Hub for
more details.

Adding value to your
relationship with us

Oxfordshire Recruitment Market Overviews

We produce in-depth reports on the Oxfordshire recruitment market based on the latest data supplied by Indeed Hiring Lab and our own experiences, highlighting trends and advising on how to circumnavigate challenges, identify gaps and make the most of opportunities.

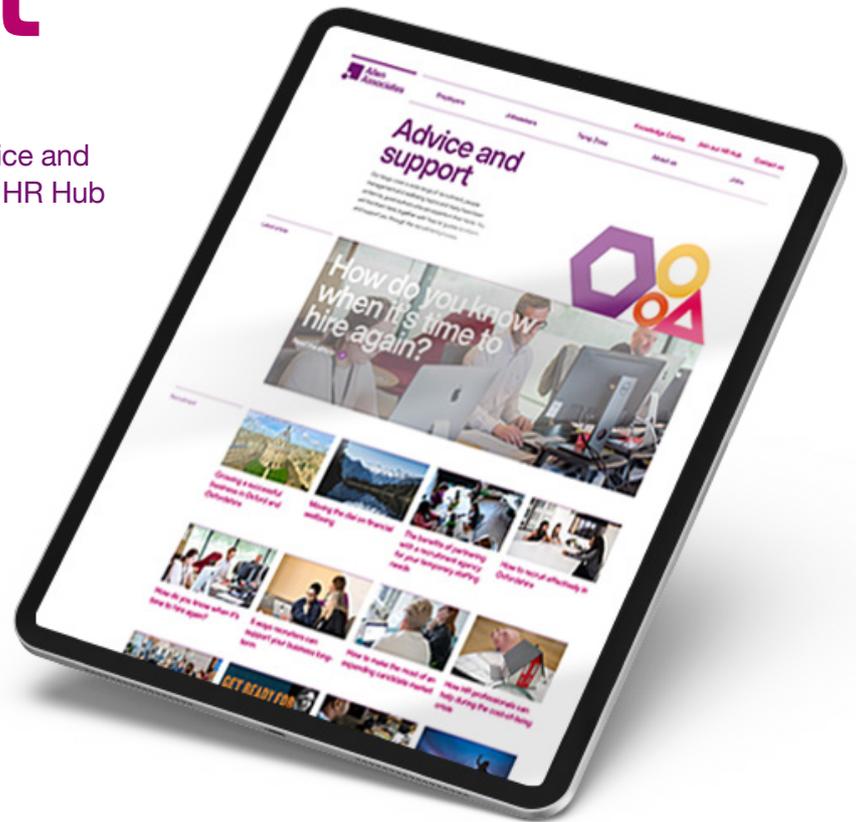
Read our
reports



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Advice and support

We regularly circulate blogs packed full of advice and useful information. These are compiled by our HR Hub guest speakers as well as ourselves.



Explore our
blogs and
discover
something
new.

Adding value to your
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Employment Law Updates

Every quarter, our HR Hub partners at RWK Goodman produce an in-depth round-up of the latest case law and employment tribunal decisions, with easy-to-digest summaries of the key points that employers and HR teams need to be aware of, as well as practical guidance.



Download
the latest
Employment
Law Update.

At a glance

Long and proven track record in Oxfordshire

High success rates – double the industry average

Specialist knowledge of PA and Administration, HR, Marketing and Finance roles

Experienced recruiters who collaborate across all vacancies

Every candidate is pre-interviewed

Best source of temporary and permanent support staff in Oxfordshire

Independent and owner-managed

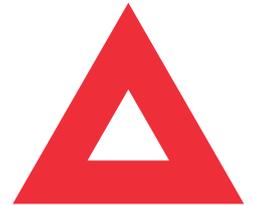
Great quality candidates at all levels

Service and relationships come first

Talk to us and let us help you
find the right people to achieve
your ambitions.



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