



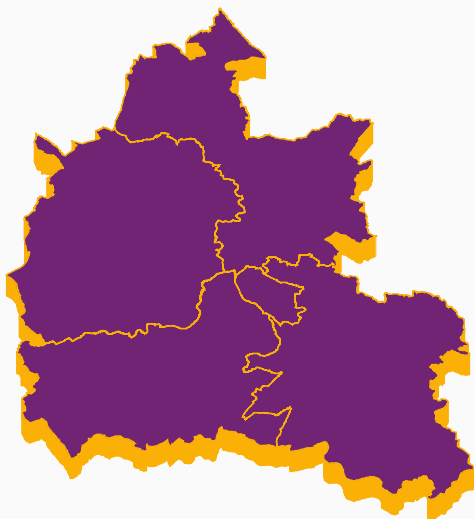
Recruiting Excellence

Specialists in temporary and permanent recruitment for PAs/Administration, Marketing, HR and Finance roles at all levels.



Welcome to Allen Associates, where we like to work a little differently...

Our Story



Oxfordshire



Founded in **1998**



27 years of experience



Specialists in temporary and permanent roles for **PAs and Administrators**, **Marketing, HR and Finance** professionals.



Our extensive database includes over **4,500** active, fully vetted candidates, with approximately **70** new candidates registering each week.



Our Values

Excellence | Integrity | Passion | Personality



Our ethos is based on four fundamental values that underpin how we work, what we want to achieve for our clients and candidates and how we engage with them:



Excellence

We pride ourselves on providing an excellent service for both clients and candidates and always try to exceed their expectations.



Integrity

We always treat people the way we'd like to be treated ourselves, with honesty, openness and transparency.



Passion

We're passionate about what we do and the people that we work with.



Personality

Our open and friendly approach means we've built long-lasting partnerships that add value to our clients and candidates and reflect mutual respect and trust.

We've been in the recruitment business since 1998 and have seen every aspect of this sector evolve, but our fundamental vision – to create a recruitment agency that focuses on service and added value – remains as strong today as it was then.

We're proud of what we've achieved – building lasting relationships based on shared values – and we look forward to making new connections in the future.

Kate and Rob Allen

What Clients Can Expect When Working With Us

As Oxford's leading independent recruitment specialist, our reputation is based on putting the needs of our clients and candidates first and guiding them through a process that can otherwise be stressful and time-consuming.

To achieve our exceptional levels of service, we've developed a 10-step recruitment process (see Page 8-9) and a Model of Excellence that remains as relevant today as it was when we developed it 27 years ago.

It sets out our promises to our clients and candidates, and our commitment to providing the highest standards and levels of service possible. Every member of the Allen Associates team is committed to the principles of our Model of Excellence.

- Working to the principles of best practice
 - Ensuring that all our interactions with clients and candidates reflect our core values of service excellence, integrity, passion and personality
 - Keeping the best interests of our clients and candidates at the forefront of our minds
 - Putting principles before profit
 - Using professional judgment and maintaining confidentiality
 - Working quickly without compromising on quality
 - Keeping clients and candidates fully informed at all stages
 - Welcoming advice and learning from mistakes
 - Resolving any conflict in a fair and open way
 - Understanding the individual needs of clients and candidates
 - Acting with dignity & professionalism at all times, and expecting the same in return.
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When you partner with Allen Associates you can expect that you'll be treated fairly, professionally and with respect.

We look forward to working with you.

What Our History Means to You Today: The Benefits of Working With Us

The experience and expertise we've gained over the years means that we can offer clients and candidates the very best specialist recruitment services in the Oxfordshire area.



Tailored Recruitment Solution

For both clients and candidates that means taking the time to get to know you and listen to what you want and need, resulting in finding the best candidates for a wide range of PA and Administration, Marketing, HR or Finance roles.



Industry Expertise

Over 27 years' experience and our focus on Oxfordshire means we understand the recruitment market inside out. We recognise the challenges of finding the right people for ambitious start-ups, SMEs, multinationals, corporates and global businesses, as well as educational establishments, public sector bodies and charities in a wide variety of sectors in Oxford and beyond and we understand what an impact top talent can have on your success.



Industry Knowledge

Because of our in-depth knowledge we're able to pass on the benefits of our experience to both our clients and candidates, offering expert insights into every aspect of the recruitment process. From Recruitment Market Reports to HR Polls and Surveys, from HR Advice and Support to Employment Law Updates, and from Job Hunting Advice to News about us, there's something for everyone interested in Oxford's vibrant recruitment market. And if you just want to talk something through with us informally, that's fine too.



High Success Rates

Over years we've been fortunate enough to work with some of the most high-profile employers in the Oxfordshire area, and because we work hard to provide the highest levels of service, many of those clients have become regular partners. Since 1998 we're proud to have placed many hundreds of high calibre candidates in progressive Oxfordshire companies, and we'll continue to do our best to maintain that success.

Our Recruitment Focus - The Sectors We Specialise In

Because we're specialists we have a deep understanding of our clients' needs, and what kind of support they can expect from our candidates.

Our four areas of expertise are:



PAs and Administrators

From full-time PAs to part-time office managers, our candidates provide a full range of administrative and support functions for clients in a wide variety of sectors, whether that's on a permanent or temporary basis.



HR

At the heart of every organisation, our human resource specialists range from HR directors to temporary HR advisors, and everything in between, providing HR support across all areas of this vital discipline.



Marketing

Offering expertise through every aspect of marketing, from marketing directors, social media managers to marketing executives, our highly skilled temporary and permanent candidates enable businesses to amplify their message in today's busy media mix.



Finance

Whether you need a permanent, full-time finance manager or a temporary part-time accounts assistant, all our candidates are fully-qualified and highly experienced, providing you with exceptional levels of support overall finance functions.

Through all our specialisms we can provide you with professionals at the top of their careers, whether you're looking for part-time or full-time staff, or if you need employees on a temporary or permanent basis.

Call us today to discuss your requirements.



Challenges in Today's Market

Businesses across all sectors of the UK economy face a range of challenges in today's market, the most important of which is the difficulties they face in recruiting and retaining top talent.

However, ensuring that you have the best people in place is the most positive step you can take to drive innovation, growth and prosperity.

If you need the right talent to help your organisation grow in today's unsettled business environment, talk to us.

The Recruitment Process Explained

Our recruitment process has been honed and refined over time so that we can provide the best possible service for our clients. We've developed a 10-step process to guarantee maximum effectiveness and ensure we find the perfect fit for you.

Our 10-step recruitment process:



You contact us to discuss your unique needs and how we can assist you, and we'll provide you with a full outline of how we'll move forward together.



We meet with you to discuss the role, what your business needs are, and how the role can add value to your organisation. We can either work to your own job description or develop one with you - our consultants are specialists in distilling the information you provide us with - to ensure the best possible match.



We conduct a detailed search of our database of pre-qualified candidates and contact all our existing candidates who match your specific criteria. We'll also conduct an advertising campaign using all suitable channels to ensure that we're approaching and attracting the very best candidates on the market.



We assess the applicants, discuss the role in detail with them, and shortlist the candidates who most strongly match your requirements.



We send you summary reports, CVs and covering letters (if required) for shortlisted candidates for you to discuss and approve.



You select which candidates you'd like to interview.



We'll arrange and book interviews for a time that suits you best.



After all interviews have taken place, we obtain post-interview feedback from you and feed back your comments to the candidates.



We relay any job offer that you may wish to make and negotiate terms with your preferred candidate.



References are followed up and forwarded to you for approval.



Client Testimonials

Testimonials

It is said that self-praise is not a recommendation, so we asked the people who matter - our clients and candidates.

Here they talk us through their recruitment experiences and give a first-hand account of what it's like to work with us.



Allen Associates provided a thorough and professional service, taking the time to truly understand our organisation. We will always come to them first for any recruitment opportunity

Victoria Masters

Event and HR Director
Royal Microscopical Society - Oxford



St Edward's School Oxford has worked with Allen Associates for a number of years. The team at Allen Associates are always friendly and approachable.

They have developed a great understanding of the School, having successfully filled a number of key vacancies for us

Celia Waterfield

HR Advisor
St Edward's School - Oxford



Over the years we have been constantly happy with the great service offered by Allen Associates and the high standard of candidates that they've put forward for a number of different roles.

We've found Allen Associates professional, extremely fast and responsive and easy to work with.

They understand how our college works and have consistently delivered the right people, so much so that many of the candidates still work for the college years after the initial introduction."

Marianne Thompson-Hill

Deputy Principal
Oxford International College



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 and Office Manager
Picker Institute Europe - Oxford



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



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



Recruitment Insights, HR Support & Community

As part of our commitment to the full and proactive range of recruitment services we offer our clients and candidates, we believe in passing on the benefit of good advice and acting as a point of contact for clients, candidates and HR professionals in our local area (and beyond).



Our HR Hub has been specially designed as an informal, friendly community of HR professionals, employers and people managers who are keen to learn, share and collaborate.

Hosted by Allen Associates' founder, Executive Chair and Marketing Director, Kate Allen, and Partner in the Employment team at the legal firm RWK Goodman, Kate Benerfer, our HR Hub get-togethers are opportunities for specially-invited guest speakers to offer their insights into a wide variety of recruitment subjects, and more, and give advice, handy hints and useful checklists.

You can register for our next FREE event:
www.allen-associates.co.uk/hr-hub-events





Our **Knowledge Centre** is where we share our knowledge of and insights into the world of recruitment and employment, covering:

Recruitment Market Reports which highlight the latest recruitment trends and keep you up to date with the Oxfordshire recruitment market.

HR Polls and Surveys revealing the results of polls conducted at our monthly Zoom HR Hubs, and providing interesting insights into subjects as diverse as Mental Health Strategies, Sexual Harassment in the Workplace, Employer Value Propositions and Employers' 2025 priorities.

Employment Law Updates - we've partnered with specialist employment lawyers at RWK Goodman (formerly Royds Withy King) to bring you updates and details of changes to employment law so that you can remain compliant with all the rules and regulations.

Job Hunting Advice with informative blogs and 'how to' guides designed to support candidates in their job search, we're sure that all job-seekers, from entry-level graduates to highly-experienced specialists will find something new, interesting or thought-provoking to take away with them.

Community - here you'll find details of our commitments to the Oxfordshire-based good causes we've supported over the years and the current beneficiary of our charitable donations and fund-raising activities.

News - catch up with all the news about us and what we've been up to! It includes news of our most recent hires and promotions, community initiatives and partnerships.

Testimonials - our clients and candidates offer their candid opinions of our recruitment processes and their experiences. You'll also find first-hand accounts of what it's like to work with us.

If you'd like to receive information of interest to employers, HR professionals and jobseekers, including Employment Law Updates, Oxfordshire Recruitment Market Overviews, invitations to our HR Hubs, blogs, and other interesting reads, please fill in your details at: www.allen-associates.co.uk/knowledge-centre



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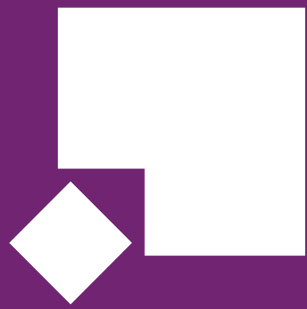
For more advice and information about how we can help our clients source their ideal candidate and our candidates find their ideal role, contact us today.

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Allen
Associates