

KELBURN
RECRUITMENT
INTEGRITY & SERVICE

Commercial

Technical

Human Resource

Executive

Finance

Industrial

One Name... One Brand... One Team

Over the past 12 months the several Kelburn businesses have been brought together under a single brand with a single identify and single name.....Kelburn Recruitment Ltd.

As a consequence we have said a fond farewell to the once familiar names of Annabelle Staff Bureau, PES Associates, Metro Technical Services, LSS Industrial and East European Personnel.

What we have created in their place is a strong corporate brand, with specialist divisions, through which we can provide a fully integrated recruitment solution to employers of all sizes. These divisions allow our staff to specialise in specific disciplines where they develop a deeper understanding of the employment market.

Importantly however, we have retained our core values of Integrity and Service – values which have served us well over the past 30 years. In the fast paced and highly competitive recruitment world we refuse to compromise these values and believe in adding real value to the recruitment process.

We are honoured that so many of our clients have remained with us for many years and delighted when they recommend us to other businesses. It confirms our belief in the Kelburn mantra : Service and Integrity with Knowledge and Delivery.

“ In the fast paced and highly competitive recruitment world we refuse to compromise our core values of service and integrity and believe in adding real value to the recruitment process ”

Passionate about Recruitment

Since our formation in 1979 we have maintained our position as one of the leading privately owned Recruitment Consultancies in the North East. Our clients know us as friendly, innovating and professional, delivering outstanding value for money and adding real value to the recruitment process.

Our passion for recruitment excellence starts with our Directors and runs through the entire team. We believe in maintaining the highest of ethical standards and are firm advocates and long standing members of the Recruitment and Employers Confederation (REC).

As a recruitment business we were one of the first to achieve ISO accreditation in the North East. We require all our Consultants to study and pass the REC qualifications and encourage specialist staff to undertake professional qualifications appropriate to their sector as part of their continuing professional development.

We maintain the ethos of achieving the very highest of professional standards, but believe this can be done with a friendly and realistic approach. We have a great team who enjoy working with great clients in a true partnership approach.



It's all about relationships

“ We like to work with Kelburn Recruitment as they offer a first rate service. All contracts we give them are handled professionally and in a timely manner. They always take considerable time and trouble to ensure that they fully understand our needs as an organisation and have a good track record of providing candidates who are the "right fit" for our organisation ”

- KS, Director of Personnel, BEL

Building lasting and valued customer relationships is what we are about. We know this can only be achieved if we deliver results consistently and to agreed standards.

Whilst we are reassured by the very positive feedback we receive, we are never complacent. We seek formal assessment of our performance through our annual client survey but also maintain regular contact with our clients throughout the year, enabling us to act swiftly when we are needed.

Our high retention and referral levels bear testament to our success but we will never take anything for granted. We want our clients to remain with us because we deliver the best results and our people are great to work with. Relationships are everything to us.

Services Provided

Executive Search
Selection Project
Register Search
Response Handling
Recruitment Advertising
Interim Management
Flexible Workers
Assessment and Testing
Coaching

Executive Search

Often referred to as Head Hunting, this is the only way of reaching candidates that are not currently seeking a move. The approach is totally confidential and relies upon contacts and extensive research by our most senior recruitment specialists. It works best when the target market can be easily defined.

Selection Project

An advertising lead approach aimed at both passive and active job seekers. We will handle responses and screen applicants through a series of interviews and other appropriate selection methods agreed with the client.

Register Search

Working on a contingency basis we will search internal and external databases for suitable candidates and confirm their appropriateness and availability for the position.

Response Handling

For clients not requiring our full recruitment service we also offer a response handling facility. Included within this service are the design, preparation and placement of the advertisement, recommendation on appropriate media, receipt and acknowledgement of all applications and then forwarding to the Client for processing.

Recruitment Advertising

Offered either as part of a total recruitment solution, or on a stand alone basis, our own in house N.P.A. registered agency offers a cost effective and creative approach to recruitment advertising, leaving you free to get on with your day job. We can undertake the design, preparation and placement of all recruitment advertising and recommend appropriate media.

Interim Management

The term Interim Management refers to the rapid provision of executives for a fixed term. Interim managers are commissioned on an assignment basis and act for a third party in the capacity of managers. Interim managers will have a proven track record of achievement and of adding value to the bottom line.

Flexible Workers

We provide both temporary and short-term contract workers at all levels to help you create a fully flexible workforce that can swiftly respond to your workflows. You only pay for them when you need them and we will be responsible for administering all employment costs, including PAYE, NIC and holiday pay. All you receive is a simple invoice at the end of each week covering the number of agreed hours completed by the worker.

Assessment and Testing

We offer a range of services to enhance the decision making process, including psychometric testing, ability testing and assessment centres. Our consultants are all either members of the British Psychological Society (BPS) or trained to their standards. We abide by the BPS code of conduct and only use well validated tests or exercises that are free of bias i.e. gender, race, disability, ageism etc.

Coaching

Coaching is a development technique which allows people to realise their potential and achieve more of what they want from themselves, their careers and their lives. It is rapidly being recognised, in business, as an extremely powerful people development tool. A typical coaching programme is based in a contract and is made up of a number of sessions suitably spaced out in time..



Our Specialisms

During our many years of recruiting there is hardly a role type that we have not at some time sourced. This experience has allowed us to develop several specialist recruitment sectors, where our consultants hold an in depth understanding of their particular markets.

Additionally, we have established several overseas contacts, which we are able to access when the particular skills required simply can not be found in UK markets. In this way we have assisted our clients to address skills shortages and retain an edge over their competitors.

Our six specialist divisions comprise:

Commercial

Specialists in supplying suitably experienced staff on a temporary and permanent basis into a wide range of office based roles including:

- PA / Secretaries
- Audio Secretaries
- Medical & Legal Secretaries
- Telephonists / Receptionists
- Purchasing Coordinators
- Customer Service Administrators
- General Administration
- Team Leaders
- Inbound / Outbound Operators
- Data Entry / Input
- Document Controllers
- Quality Administrators

“ We specialise in the recruitment of positions on both a permanent and temporary basis ”

Finance

Specialists in supplying suitably qualified finance professionals on a temporary and permanent basis into both Industry and Practice.

- Finance Directors
- Financial Controllers
- Qualified and Part Qualified Accountants in:
 - management accounting
 - financial accounting
 - ERP systems
 - stock
 - costing
 - analysis
- Payroll
- Credit Control
- Purchase & Sales Ledger
- Bookkeeping

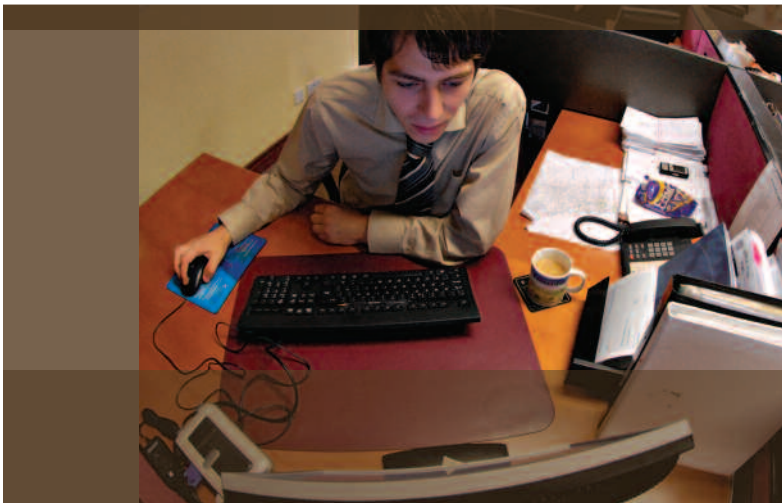
“ We discuss and agree with our clients the best recruitment approach for them from a range of recruitment strategies ”

Industrial

Specialists in supplying quality industrial staff on short and long term contracts across a wide range of disciplines including:

- Fabricators
- Press Operators
- Packers
- Labourers
- Production Operators
- Warehouse Staff
- Assembly Workers
- FLT Drivers
- Joiners
- Van Drivers
- NLGV Drivers
- HGVII Drivers
- HGVII Drivers
- PSV Drivers
- 180°/360° Drivers

“ We offer a flexible and responsive solution to your workforce needs ”



Executive

Working on a retained basis to fill senior roles through either an Executive Search or Selection Project approach. Typical roles successfully sourced have included:

- Managing Director
- Operations Director
- Sales Director
- Supply Chain Director
- Marketing Director
- Technical Director
- General Manager
- Operations Manager
- Production Manager
- Supply Chain Manager
- Purchasing Manager
- Planning Manager
- Logistics Manager
- Sales Manager
- Marketing Manager
- Product Manager
- Brand Manager
- Customer Services Manager
- Technical Manager

“ We provide a bespoke recruitment service for executive and senior personnel ”

Human Resource

Specialists in supplying HR Professionals at all levels, from HR Assistants to HR Director and strategic levels, on both a permanent and temporary basis, across all of the following remits:

- Generalist HR
- Strategic HR
- Recruitment
- Training & Development
- Specialist HR
- Reward
- Employment Law & Policy
- Organisational Development
- Consultancy

“ We take care to match people to appropriate roles ”

Technical

Specialists in sourcing technical and engineering staff for permanent positions, and supplying for both long and short-term contract work, across a wide range of disciplines, including:

- Design Manager
- Design Engineer
- Production Engineering Manager
- Production Engineer
- Quality Manager
- Quality Engineer
- Continuous Improvement Engineer
- HSE Manager
- HSE Co-ordinator
- Maintenance Manager
- Engineering Manager
- Maintenance Engineer
- Maintenance Technician
- CNC Operators and Programmers
- Manual Machinists
- MIG, MG, TIG Welders
- Fitters

“ 30 years experience of recruiting Permanent and Contract Engineers ”



Kelburn in the Community

For thirty years Kelburn Recruitment has not only traded in the North East but has also contributed in supporting local charities and the community. Charities to have benefited from our support have covered a wide range of activities including Marie Curie, Guide Dogs for the Blind, Leukaemia Research, The Children's Heart Unit at The Freeman Hospital and St Dunstan's.

A memorable highlight from these events was hosting the record attempt at the world's largest children's party that raised over £300,000 which funded the employment of an additional surgeon at the children's heart unit of The Freeman Hospital.

To celebrate the Millennium a weekend party was organised at Doxford Hall where every POW in the country was invited to attend. On the day people came not only from all over the UK but also from around the world. For some it was the first time they had met since their release from prison of war camps.

We have also supported a number of children's football and roller hockey teams over the years. Harry Chalmers one of our Directors is an avid ice hockey fan and we have provided sponsorship to the Newcastle Vipers for a number of years. We have also introduced a number of our clients to the game and they have been surprised by the speed, skill, passion and excitement this minority sport provides.



From left to right:
Harry Chalmers (Director),
Michelle Simpson (Managing Consultant),
Kevin Maughan (Managing Director),
Liz Mitchell (Director),
Darren Comben (Managing Consultant).

The Senior Team

Our senior team bring together a wide and complimentary range of experience but all share a common passion for recruitment excellence. We have operated successfully in a highly competitive and fast moving market for many years, and have only achieved this because we are different. The Kelburn brand is a strong blend of experience, professionalism, innovation and friendliness, where understanding the client is paramount.

We would like to show you how our approach to recruitment excellence, matching talented people to rewarding positions, can really benefit your business. To find out more please visit our website:

www.kelburnrecruitment.co.uk or call any one of the Senior Team on **0191 261 5135**



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