

RITZ
RECRUITMENT



The recruitment solutions consultancy



Ritz Recruitment is **the specialist** commercial recruitment consultancy

Welcome to Ritz Recruitment - for office appointments that meet your needs exactly.

Ritz Recruitment specialises in permanent and temporary placements for all types of office work, including:

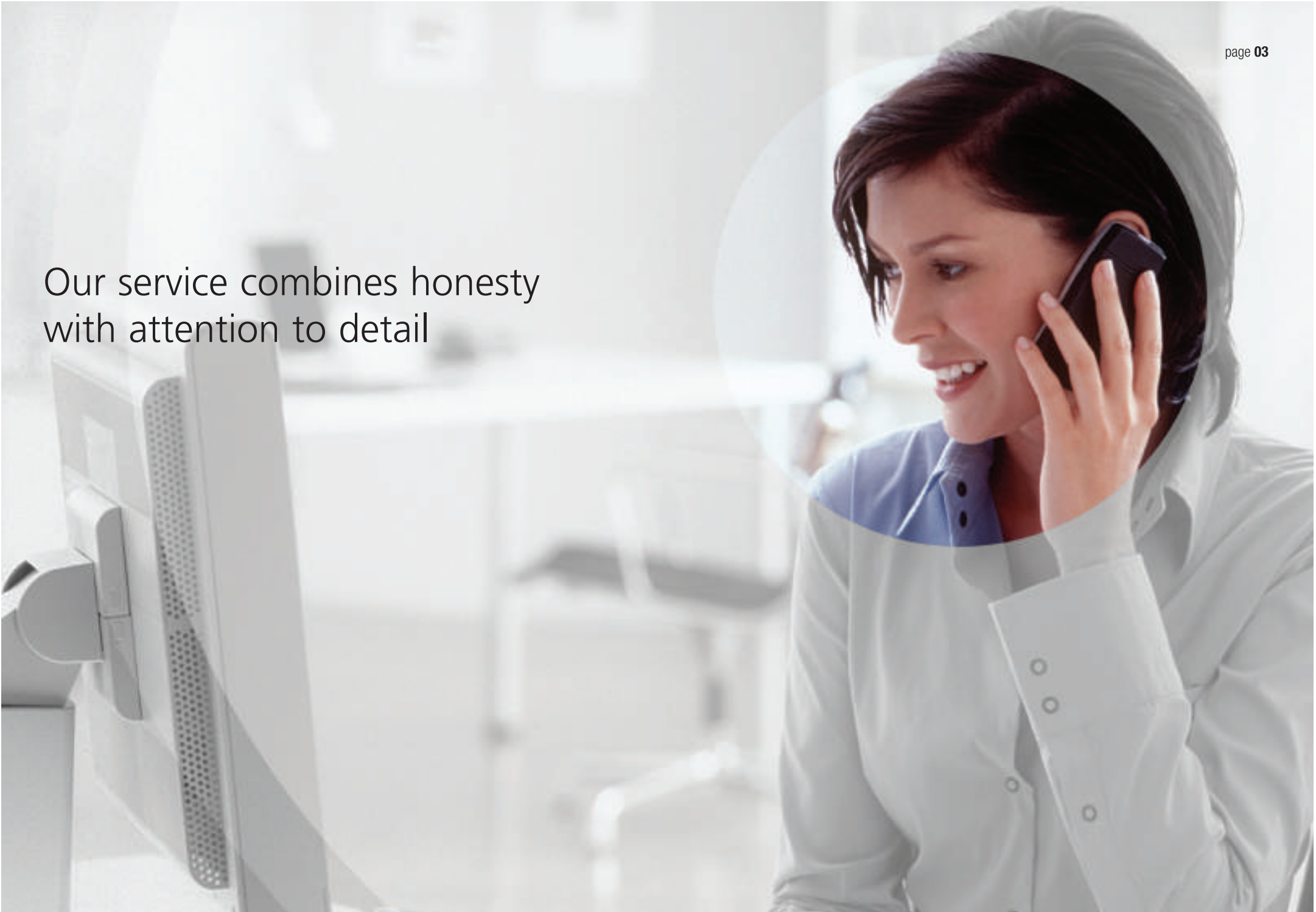
- **Secretaries and Legal Secretaries**
- **PA's and Receptionists**
- **Administrators and Payroll staff**
- **Clerical staff, Customer Service and many others**

We have been successfully matching **the right individuals to the right office positions** since 1980 and now have offices in London and Manchester.

Our service combines honesty with attention to detail that will solve your recruitment problems - first time and without wasting your time.

Whether you're looking for office work or whether you're an employer looking to solve a staff problem, you'll find that **Ritz Recruitment can provide the answer to your needs.**

Our service combines honesty
with attention to detail



The **complete** service

Permanent staff recruitment

Whether a company is large or small, Ritz Recruitment understands how important it is for our clients to recruit the right type of permanent staff. Each new recruit, regardless of seniority, must bring skills and enthusiasm to the job and understand how they can contribute to the overall aims of the company. Making the right choice of candidate is a complex process, but at Ritz Recruitment our highly trained consultants with many years of selection experience can provide you with instant access to a massive resource. This enables you to interview the best available shortlist on the market.

Temporary services

The strength and skill gathered within Ritz Temporary Service enables us to offer a unique range of services. Clients are offered the staffing resources of a large company with the flexibility and drive of a small company. Our aim is to help customers remain efficient and profitable by providing services that constitute back-up in the form of skills and resources during periods of peak activity, illness, holidays and organisational change. Because our permanent and temporary divisions work alongside each other, we are able to tailor the selection process should a client wish to employ a candidate on a temporary basis initially, prior to offering the position permanently.



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The **complete** service

Your account manager

From the initial contact, an experienced Recruitment Consultant will be responsible for looking after you. Clients' offices and individual departments will be visited, as this provides us with a clearer picture of the environment and the type of staff that would be suitable. All Recruitment Consultants are fully briefed on your requirements. This method of client handling ensures that our candidates have been carefully screened and tested to ensure suitability and have been thoroughly briefed on both your organisation and on the vacancy in question.

Our commitment to quality

The long standing relationships that we have built with our clients have been achieved through the consistent supply of quality staff both for temporary and permanent positions. Our consultants have immediate access to a sophisticated computer search programme, which enables them to seek out a short list from the many hundreds of qualified candidates who approach us each week. We believe that there is no substitute for in-depth interviewing, skills testing and background reference checks. By concentrating on both the needs of the clients and the candidates, we are able to recruit people who will make a positive contribution to your business



All Recruitment Consultants
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requirements

Who are our clients?

Ritz is privileged to be associated with many corporate organisations with whom we have established highly successful relationships.

At Ritz Recruitment we place our clients first: without them we have no function as resource recruiters. We offer transparent workflows, they receive quality opinions and recruiting solutions of genuine value and delivery is at the highest speed possible. Our solutions are innovative and forward-looking which gives them a competitive edge in the hiring process.

Recruitment advertising plays a crucial role in our candidate selection. Only through quality advertising (both online and in the press) do we succeed in attracting the calibre of candidates our clients demand. Ritz are one of the largest secretarial and office support consultancy advertisers in the UK.

KPMG

SODEXHO

AXA SUN LIFE

COLT

POUNDSTRETCHER

KLICK PHOTOPOINT

LEEDS UNITED

STANDARD & POORS

ROYAL ARMOURIES

GMPTE

AMERICAN EXPRESS

GRANADA

ARAMARK

NICHOLS

L'OREAL

GUARDIAN MEDIA

GROUPAMA

SOVEREIGN FINANCE

GUS

GRANT THORNTON



Our solutions are innovative
and forward-looking



Skills testing and training

At Ritz Recruitment we are totally committed to quality in everything we do: from having the best trained recruitment specialists in our industry, to the most efficient and effective systems and procedures. A combination which, when mixed with natural initiative and innovation means that we offer our clients an unrivalled and unsurpassed quality recruitment service.

To stay ahead we continually develop our professionalism and the services we offer. Our extensive use of Interlearn and QWIZ - two of the world's most advanced computerised office skills evaluation and training systems - help us convert hiring decisions into business results.

Our tailor-made software will fully and authoritatively assess an applicant's office skills proficiency, to whatever standard you set and for whatever system you set it. Its test is so accurate that candidate's skills are fully tested and validated.

Office skills evaluation and training is now widely recognised as singularly the biggest challenge facing Britain's employers. The advanced technology at Ritz Recruitment will help you meet that challenge both now and in the future.

TESTING & TRAINING

- Microsoft Office
 - PowerPoint
 - Word
 - Excel
- Schedule
- Access
- Outlook
- Lotus

SECRETARIAL/ CLERICAL

- Shorthand
- Audio
- Speed Typing
- Proper Letter Layout
- Spelling
- Grammar
- Speed Writing
- Statistical Typing
- Punctuation

VDU

- 10-Key Speed
- Alphanumeric
- Data Entry
- Numeric

We offer our clients an unrivalled
and unsurpassed quality
recruitment service



Recruiting for **success**

Working with Ritz Recruitment is about success - for our clients, our candidates and for our staff. The way we achieve and maintain that success is the product of a deliberate strategy. We adhere to a set of principles which underpin everything we do.

We pride ourselves in providing service standards which are crucial to the partnership which we forge with each client.

Our dedicated team will always supply a service of the highest quality.

We believe in business ethics and integrity of the highest degree in all our negotiations.

Our clients are truly unique and we believe we have the skills to customise a complete recruitment package to match your specific needs.

When you require assistance with either a permanent or temporary recruitment project and you are of the view that quality is the key part to your recruitment process, you should be working with Ritz Recruitment.



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For a Successful Recruitment Partnership
www.ritzrec.com

