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Lot Name: Admin and Clerical

Professional **office** recruitment for **temporary** workers to the NHS and Wider Public Sector

Wise Employment is part of the Wise Recruitment Group, an independent recruitment company founded in 1991 during the heart of the recession. The group of companies fill a niche in the market for a quality driven recruitment organisation that today boasts both quality and true innovation for its clients

The group has expanded both organically and through acquisitions to become one of the largest independent recruitment companies with a network of branches in the South and South West.

We are experts in the supply of office support staff to a diverse and enviable portfolio of clients and our Specialist Office Division provides a range of service delivery options, in order to supply both temporary and permanent staffing to match our clients budgets, timeframes and geographical needs.

We believe that we can recruit for most positions within an office environment. By working closely with you, understanding the role, the environment and who the new recruit will be working with, we then commence our recruitment campaign, tailored to your individual needs.

We never forget that we have two inter-dependent customer groups; our client companies and our permanent and temporary candidates. Our success, is the result of the quality of our relationships with both.

Our **temporary** candidates

We are dedicated to finding the right jobs for our candidates and the right candidates for our clients.

In order to ensure that this happens we need to work closely with you to understand your needs. We appoint a Consultant to work with you on your recruitment needs. The Consultant will meet with you to understand your operation and gain a clear understanding of your temporary requirements - this includes an appreciation of your company culture and working environment.

All relevant information will be recorded on our database for ease of reference and facilitate the selection process. Interviewing procedures and skills evaluations will be tailored to your specific requirements. We evaluate the skills and competencies of the personnel we put forward by utilising a range of tools that include:

- Competency based interviewing - tailored to the job tasks
- SHL Testing - paper based and online
- A range of computerised evaluations from software to linguistics
- Bespoke testing designed specifically to meet our client requirements

Your designated Consultant will be your single point of contact for all requirements or enquiries to ensure the efficient and timely supply of temporary staff.

Staffing you can trust

We believe that our recipe for successful recruitment is all about communication, thorough selection processes, good judgement and absolute honesty. Wise Consultants are trained and incentivised to deliver on all fronts.















As standard, all of our candidates are qualified through a combination of structured interviews and skills assessments. All essential checks are made including gaining proof of right to work in the UK and temporary workers are fully referenced prior to supply.

In order to ensure that we find you the right candidate for each job, we have developed our registration process to include competency based telephone interviews, face to face and Skype interviews, with paper and pencil, online and live language testing evaluations. We can also tailor our interview process, including evaluations, in order to mirror your own recruitment processes. Indeed, we can also conduct assessment centres for when clients have multiple roles to fill

OFFICE ROLES WE RECRUIT FOR

- Personal Assistants
- HR & Training
- Reception
- Customer Care
- Secretarial
- IT Support
- Sales Support
- Accounts Assistants
- Administration
- Support Services
- Telesales
- Data Entry
- Purchasing
- Linguistics
- Telemarketing
- Marketing Assistants

OUR LOCATIONS

Dorchester	 01305 230050	 dorchester@wiseemployment.co.uk
Exeter	 01392 430094	 exeter@wiseemployment.co.uk
Maidenhead	 01628 591800	 maidenhead@wiseemployment.co.uk
Plymouth	 01752 603800	 plymouth@wiseemployment.co.uk
Swindon	 01793 416666	 swindon@wiseemployment.co.uk
Torquay	 01803 211500	 torquay@wiseemployment.co.uk
Yeovil	 01935 310010	 yeovil@wiseemployment.co.uk