

angela mortimer

Graduate Development Programme



INVESTOR IN PEOPLE



APSCo



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Introduction

Welcome

This booklet is designed to give you a flavour of what a career as a recruitment consultant at Angela Mortimer has to offer.

We have taken the time to talk to consultants who have come through our Graduate Development Programme entitled 'Operations Co-ordinator', in order to share their stories and successes with you.

Naturally it is impossible to tell you the full story in a booklet, so if you are interested please apply to us to find out more.

To apply please send your CV and
covering letter to: info@angelamortimer.com

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London, W1F 9LA

T: 020 7287 7788
E: info@angelamortimer.com
W: www.angelamortimer.com

Why Choose Recruitment?

Recruitment Consultancy is a fast-paced and exciting career which offers excellent earning potential. As a consultant you play a role in shaping peoples careers and changing their lives.

What does a Recruitment Consultant do?

A typical day may include; interviewing candidates, calling and visiting clients, taking job requirements, short-listing candidates and arranging interviews. Essentially the key is doing as much as possible to exceed the expectations of both your clients and candidates.

What skills are required?

We look for intelligent individuals who demonstrate an entrepreneurial flair, excellent communication skills and a determination to succeed. Experience is not essential, we help focus your talents through an extensive training and development programme.

Financial Rewards

The earning potential is unlimited with not only a competitive basic salary and monthly commission structure, but also a 6 monthly profit share scheme – offering you the most generous package in the industry. Our top consultants earn in excess of £100,000 per year!

Extra Incentive

Through out the year the Angela Mortimer plc group runs several extra incentives where consultants can earn more or win prizes... just for doing their job!

Graduate Development Programme

The programme entitled 'Operations Co-ordinator' offers a challenging and proven route to becoming a successful Recruitment Consultant.

The role starts you off front of house for a period of 3-6 months, learning the intricacies of the business and ensuring the general operations run smoothly.

After a short period of time you will have the opportunity to approach the recruitment teams you are interested in joining, and once you secure your place in a team you can develop your recruitment career further as a trainee consultant.

The advantages of this programme include:

- Gaining familiarity with our clients and candidates as their first point of contact
- Exposure to and preparation for the role of a Recruitment Consultant
- Learning all aspects of how the Angela Mortimer group operates
- The opportunity to network with work colleagues at all levels
- Developing confidence levels and enhancing customer service skills, including client and candidate liaison



Career Path and Development

Development is important to us and we understand career development will differ for each individual, so our programme is flexible around you and your ambitions.

When you join Angela Mortimer you will benefit from a mixture of structured training sessions and workshops. Our training programme outlines and offers training for all aspects of skill and knowledge required at each career progression level.

The diagram right, outlines each level in Angela Mortimer's Career Progression structure.

All levels are achievable for each individual who wants to work their way to the top.

Many of our Operations Co-ordinators have progressed into leadership roles within 2 years of joining.

Career Progression Structure



**Temporary Executive
in 3 months**

Case Study – Eleanor Champion

Eleanor joined Angela Mortimer in the summer of 2010, straight from university after graduating with a degree in English Literature. She spent 3 months as an Operations Co-ordinator before progressing to the role of a Temporary Consultant.

Eleanor's Story

I was very open-minded about my career choices, as many arts graduates have to be! Having a real passion for HR, many of the jobs seemed to be within recruitment which is something I had never considered, but interested me the more I researched. The graduate scheme at Angela Mortimer is extremely thorough and provides a fantastic base from which to launch your career, having the support and knowledge of the company and wider industry. The 3 months I spent on Ops were crucial to understanding the role of a recruitment consultant and made the progression into a Temporary Consultant very easy. The independence is immediate and allows you to shape your own personal success, all whilst being part of a very close knit and supportive team. I hit my first 12 month target after 7 months, and I am working on the next move upwards!

**Ops Co-ordinator
(3-6 months)**



**Temporary
Executive**

**Team Leader
In 2 years**

Case Study – Kat Mercer

Kat joined Angela Mortimer as an Operations Coordinator in August 2006 . After only 4 months she was taken onto a team as a Temporary Consultant. After two years Kat was promoted to Permanent Consultant and only a few months after this to Team Leader.

Kat's Story

I left university with a history degree, spent a year travelling and moved to London wanting to find a career that offered variety and progression. My nightmare was to be stuck behind a desk doing menial tasks every day! Recruitment appealed because of this and the idea that 'what you put in, you can get out financially', which I have found to be very true. I began the Scheme in August 2006 and having had very little work experience this was a great way to build my confidence. In December I moved onto a team and spent 2 years as a Temporary Consultant, loving the fast-pace and working in a target driven environment as well as building relationships with new and existing clients. Seeking progression I was promoted to a Permanent Consultant in December 2008, in the depth of the recession! A challenging time to build a client base, and it took a lot of hard work to become successful. A few months later I was promoted to Team Leader. Since then I have been leading a team of four Consultants, all of whom have come through our Graduate Scheme. I am now planning to expand my team to take the next step in my career and become a Divisional Leader.

Ops Co-ordinator
(3-6 months)



Team Leader

**Team Leader
in 9 months**

Case Study – Chris Horsley

Chris finished university in June 2010 and joined Katie Bard in Birmingham, part of the Angela Mortimer group in September of the same year.

Chris's Story

I finished university not truly knowing where my career was going to take me. After speaking with the consultants here I was instantly taken by the career opportunities within the group. Having a job speaking to people all day everyday, never knowing what challenges you will be facing but underpinned by a well drawn out career path – it seemed like the perfect opening to my career.

Starting the Grad Scheme was an amazing experience. Being thrown in at the deep end, greeting clients and being the external face for the company provided a real buzz and helped me develop my skills and understanding of the business from the bottom upwards. I progressed after 3 months into a temp consultant position which provided further scope for personal development. Then, after a further 6 months of cutting my teeth in the recruitment world, I was offered the opportunity to start my team. The Angela Mortimer Graduate Development Programme is set apart from anything else by the training, responsibility and real career opportunities it provides all participants.

**Ops Co-ordinator
(3-6 months)**



Team Leader

About Angela Mortimer plc

Angela Mortimer focuses on placing ambitious and talented individuals into business support roles for both permanent and temporary employment.

We work with a vast array of organisations - SMEs, individual entrepreneurs and large international corporations recruiting in almost all market sectors including Banking and Finance, Retail, Media, Marketing, Fashion, Creative, Legal, Property, IT, HR, Professional Services, Government, Not for Profit and Charities.

We place around 2,500 individuals in permanent roles each year and have around 1,000 temporary workers on site each day.

Our interview and registration processes are thorough, challenging and probing by design.

We do this because we believe in suitably matching our candidates to all aspects of the clients' opportunity; taking into consideration not just skills but also character and ambition.

We call it matching dynamics and it has made us the UK's leading consultancy for recruiting office executive and support staff.

When the average recruitment agency is asked to fill a position its success rate is 1 in 8. Our rate is 1 in 2. The results speak for themselves.

Temporary Executive
In 5 months

Case Study – Tom Silverton

Tom spent 5 months on the Graduate Scheme before joining Angela Mortimer's specialist I.T division in Manchester as a Temporary Consultant. Six months later Tom relocated to London, where he joined the core of the Angela Mortimer organisation and is now part of the London City Division specialising in Business Support staff.

Tom's Story

Like most Graduates I wasn't sure what I wanted to do following University, but knew I needed to be independent and know that hard work was rewarded. I had heard some recruitment horror stories so I knew I wanted to find a Company who would invest the time to develop me as a Consultant. I discovered Angela Mortimer through my University Careers site and the 'Ops Scheme' stood out of the crowd. After meeting the Managers in Manchester as well as the company co-Founder John Mortimer I knew I had a real opportunity to develop my professional career rather than simply get pushed through the revolving door. Even after two years my development is continuing with many great opportunities, including relocating to London. I highly recommend Angela Mortimer to any graduate who is looking for a career and education in *Business, Consultancy and Quality practise*.

Ops Co-ordinator
(3-6 months)



Temporary
Consultant

**Team Leader
in 2 years**

Case Study – Taryn Lambert

Taryn started with the Angela Mortimer group graduate scheme in 2009, moved into the media division, Pathfinders soon after and has been there ever since. Since joining she has worked on both a temporary and permanent desk with significant success resulting in being promoted to Team Leader after two years of joining the company. She is now in the process of growing her team and moving on to become a Divisional Leader with the Group.

Taryn's story

Angela Mortimer has fantastic training so from day one I had my own individual induction programme. The best thing about the company is that progression is in your hands, you don't have to rely on anyone else. The quicker you pick things up, the quicker you grow and take on more responsibility but at the same time if you are struggling with something there is an incredibly supportive leadership team. It really is like running your own business but we also work as a team. We are rewarded on individual billings but also on team billings so we all work closely together on maintaining an excellent service. Recruitment is one of the most rewarding jobs both financially and in terms of the personal satisfaction gained from seeing someone find the perfect job and progress their career.

**Ops Co-ordinator
(3-6 months)**



Team Leader

Equity Partner
in 8 years

Case Study – Sharon Fidler

Sharon graduated from UCL in 2001. Upon returning from travelling, she discovered recruitment as a career after attending a graduate careers event.

Sharon's Story

After graduating from University I met the Training and Development Manager of Angela Mortimer at a graduate careers event and was really impressed with the opportunity and potential career development.

I interviewed, managed to secure an offer and haven't looked back since. That was in 2002, since then I have progressed through the ranks and was promoted to Divisional Leader in 2007.

Ops gave me the chance to build my confidence, communication and multi-tasking skills. I run 3 teams dealing with a vast array of clients and recruiting for some of the leading players in fashion, cosmetics, finance and property. I was promoted to Equity Partner in 2010 and I am now focussing on developing my operation and assisting my team members to fulfil their own career aspirations.

Ops Co-ordinator
(3-6 months)



Equity Partner

Company Brands

Angela Mortimer plc employs over 200 staff located in 9 locations across the UK and Europe. Multiple recruitment divisions operate within the group recruiting for an extensive range of employment across all sectors.

angela mortimer

angela mortimer
third sector

Pathfinders
media recruitment

KNIGHTSBRIDGE
RECRUITMENT

katie bard

HR Counsel
RECRUITMENT PROFESSIONALS

dsp designstudiopeople

hart fashion
consultancy

MITH
and
MANCHESTER

KNIGHTSBRIDGE
Household Staff & Nannies

RUTH HALLIDAY
ASSOCIATES

AMTech
goddard gadd

centralappointments

excel Interim

Excel Careers

PROGRESSIS
TRAVAIL TEMPORAIRE

UK Offices

London

- West End
- City
- Knightsbridge

Birmingham

Nottingham

Manchester

Bristol

Europe Offices

Paris

Brussels



Other Services

If you feel recruitment may not be for you, have a look at the jobs we have on our many websites... we may be able to help you in other ways!

Our specialist areas of recruitment include; business and executive support, languages and international, banking and finance, HR, media, marketing, PR, design, legal, fundraising, charities and not for profit, events and IT.

Work Experience

Angela Mortimer plc works closely with a number of colleges across the UK, offering students work experience placements. This is a very popular initiative, where clients have the opportunity to test the employees of tomorrow, while students gain valuable insight into the work place and the companies they are likely to come across when they enter the job market.

University and College visits

The Angela Mortimer group both visit and run numerous career events in conjunction with universities and relevant professional associations in order to inform students and graduates of our services.

Recommend a friend

Know anyone who is currently looking for their next challenge?

Feel free to recommend your friends to us as we may be able to assist them in finding suitable temporary or permanent work.

Listed below are all of the websites available for searching current vacancies within the Angela Mortimer group.

Angela Mortimer group websites:

Angela Mortimer: www.angelamortimer.com
Pathfinders Media Recruitment:
www.pathfindersrecruitment.com
Design Studio People: www.designstudiopeople.com
Knightsbridge Recruitment: www.knightsbridgerec.com
Katie Bard: www.katiebard.com
HR Counsel: www.hr-counsel.co.uk
Ruth Halliday: www.ruth-halliday.co.uk
AM Tech: www.amtech-group.co.uk
Goddard Gadd: www.goddardgadd.com
Central Appointments: www.central-appointments.com
Excel Interim: www.excel-interim.com
Excel Careers: www.excel-careers.com
Progressis: www.progressis.com
Smith & Manchester: www.smithandmanchester.com

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@AM_Jobs – for our jobs

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